

New IIC Internship Request – TEMPLATE

This is the information you need to post a new internship on our website at <https://www.suu.edu/iic/posting-form.html> If this is a brand new internship select “submit a new internship” in the dropdown menu at the top of this page - THEN click on the “Submit a New Internship” link in purple.

Refer to our partner tools page at <https://www.suu.edu/iic/iic-partner-tools.html>. On this page are many helpful links such as our Intership Description page <https://www.suu.edu/iic/internship-descriptions.html> for examples of past internship postings. Refer to <https://www.suu.edu/iic/pdf/posting-an-internship.pdf> for further instructions on how to get your new internships posted on the IIC website.

Below is a template for all the information needed to post a new internship. Descriptions can also include hyperlinks to relevant sites for further information.

Title of Internship (Job Title, Park/Forest/District/Organization Name):
Example: Range Technician, Dixie National Forest

Date Job Posting Closes (Month, day, year or “Open until filled”):

Starting Wage:

Hours Per Week:

Schedule (days, times etc.):

Housing Available (Yes, No, Possibly):

Estimated Start Date (Month, day, year):

Estimated End Date (Month, day, year):

Agency/Organization Name:

Location (closest town, or “remote” if applicable):

Closest Town and State of Position:

Overview (short description of job - 50 words or less):

Responsibilities (250 words or less):

Preferred Qualifications (150 words or less):

Mentor Contact Information (Name, email address, phone #):