



A written position description must be submitted for each North Seattle College internship. This form may be completed by the employer if no other position description is available. The information supplied on this or any similar form is used by the internship faculty for internal program quality purposes only. Questions should be directed to the SHINE Center Director at: 206.934.7006 or kristine.schroeder@seattlecolleges.edu

Has your organization sponsored an intern from North Seattle College previously? _____ If so, when? _____

Company/Agency Name: _____

Site Address: _____

Contact Person (first/last name & title): _____

E-mail: _____ Phone: _____

Internship Start Date: _____ End Date: _____

Position Type: Paid Internship Unpaid Internship* Volunteer Opportunity (non-profits only)

Position Title: _____ Rate of Pay: _____ Hours per Week: _____

Name of Current Student Intern: _____

Position Description (*include specific projects, tasks, goals, days/hours*): _____

Minimum Requirements: _____

Potential Learning Outcomes for Student: _____

Description of on-the-job supervision: _____

*All internships must comply with Department of Labor wage and workplace standards. Unpaid internships have more specific compliance criteria. DOL requirements are listed on the WA State Labor & Industries website.

Non-Discrimination Policy: Organizations posting internships and recruiting through North Seattle College certify that they are equal opportunity employers, offering opportunities without regard to race, ethnicity, color, religion, creed, national origin, sexual orientation, gender, age, marital status, or disability. The College reserves the right of refusal to employers/agencies who do not meet these conditions.