**Career Exploration and Development**

261 Schwartz Center, Kent, Ohio 44242-0001

**Phone:** 330-672-2360 **Web**: www.kent.edu/career  
**Email *Position Information Form* to: career@kent.edu**



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| **Organization/Contact Information** | | | | | |
| Organization Name: | | Contact Person: | | | |
| Mailing Address: | | Title: | | | |
| City:State**:** Zip: | | Phone: | | | |
| Website: | | Email: | | | |
| Organization Description: | | | | |  |
| **Internship/Position Information** | | | | | |
| Hourly Pay Rate: (**Required** for non-degreed positions/internships) | | Keep hourly pay rate private? (not viewable to candidates)   \_\_\_\_\_ Yes \_\_\_\_\_ No | | | |
| Anticipated Start Date: | | Posting Expiration Date: | | | |
| Hours Per Week: | | Number of Positions: | | | |
| Internship Title:  \_\_\_\_\_ Full-time \_\_\_\_\_ Part-time | | | | | |
| Position Title**:**  \_\_\_\_\_ Full-time \_\_\_\_\_ Part-time | | | | | |
| How would you like candidates to apply? | | | | | |
| Duties/Responsibilities: | | | | | |
| **Desired Candidate Qualifications** | | | | | |
| Major(s): | | | Class Level: | GPA: | |
| Knowledge/Skills/Abilities: |  | | | | |

7/12/17