



List-an-Internship Form

Job Resource Center

Telephone: (708) 974-5737



Thank you for your interest in offering an internship to Moraine Valley Community College students.

Please complete the following information and/or contact Marie Harrell, Internship Manager at the Job Resource Center:

Fax (708) 974-8772 * Phone: 708-974-5772 * E-mail: harrellm3@morainevalley.edu

Internships are posted on a weekly basis and will remain online for ninety days.

Employer _____ Date: _____

Contact person w/title _____

Street Address _____

City, State, Zip Code _____

Phone number _____ Fax : _____

E-mail address _____

Web site _____

Company description _____

Internship title _____

Internship description _____

and responsibilities _____

Intern qualifications _____

(skills, knowledge, gpa.) _____

Learning objective for _____

intern _____

Preferred hours of work _____

Is internship Paid? Unpaid? If paid, what is the wage? _____

Please indicate if you would like the following information shared with students:

Pay Phone number Other

To apply for a position, student should (check applicable):

Mail a resume and cover letter E-mail a resume and cover letter

Call and ask for _____ during these hours _____

Note: Student interns may not work more than 20 hours per week during the academic year. In addition, students may not work out of an employer's home or home office. Students must first meet MVCC's criteria prior to applying for their internship. Once eligible, applicants are provided with the internship information.

The MVCC Job Resource Center reserves the right to refuse to post or, to remove an internship posting that contains misrepresented information or information deemed inappropriate to potential interns. By posting this internship opportunity, we do not imply any affiliation with the employer/organization and will not be responsible for the services or content posted based upon the listing information provided.