

SUNY Geneseo Internship Position Guide

Thank you for your interest in partnering with SUNY Geneseo to provide internship opportunities for our students. Please complete the form below with as much detail as possible.

Section 1: Employer Information

Do we have a current affiliation agreement on file? If so, what year was this completed?

Yes

No

Not sure

- Organization Name:
 - Website:
 - Industry/Sector:
 - Organization Address:
 - City:
 - State:
 - Zip Code:
 - Organization Description (2–3 sentences):
-

Section 2: Contact Information

- Primary Contact Name:
- Title/Role:
- Phone Number:
- Email Address:

Section 3: Internship Position Details

- **Internship Title:**
- **Number of Positions Available:**
- **Internship Location:** ☐ On-site ☐ Hybrid ☐ Remote
- **Start Date:**
- **End Date (or approximate duration):**
- **Hours per Week:** (40 hours of work equals approximately 1 credit hour)
- **Compensation:** ☐ Paid ☐ Unpaid ☐ Stipend
 - *If paid, specify hourly rate or stipend amount:*

Section 4: Internship Description

- **Brief Description of Internship Duties and Responsibilities:**
(What will the intern do? What projects or tasks will they work on?)
 - **Preferred Academic Background or Majors:**
 - **Required Skills or Qualifications:**
 - **Preferred Skills (if any):**
 - **Learning Outcomes:**
(What knowledge, skills, or experience will the student gain?)
-

Section 5: Supervision and Mentorship

- **Supervisor Name and Title:**
- **Supervisor Email:**
- **Briefly describe how the student will be supervised and mentored during the internship:**

Section 6: Posting Details

- **Where will this position be posted?**
 - ☐ On Handshake (preferred platform for SUNY Geneseo)
- **Posting preference:**
 - ☐ I would like to create my own Handshake account and post the internship directly
 - ☐ I would like the Career Design Center to post the internship on my behalf
- **Required application materials:**
 - ☐ Resume
 - ☐ Cover Letter
 - ☐ Other (please specify):
- **Timeline for recruitment:**

Example: applications open January 15, close March 1; interviews in March; internship begins May 20