

JOB/INTERNSHIP DESCRIPTION TEMPLATE

Please provide the following information for your job/internship posting

Remote

In Person

Job

Internship

Paid

Unpaid

Eligible Majors: *Advertising* *Journalism* *Public Relations* *Telecommunications*

Job or Internship Title	
Company Name	
Company Information	
Company Website	
Duties and Responsibilities	
Minimum Requirements	
Preferred Qualifications	

Salary Range	
Application Instructions	
Application Deadline	
Email of Contact Person	
Email of Sender	