**SESSION: Spring**  **Summer**  **Fall**

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| **Position #(s):** | If you do not know the six digit position number, please ask your HRS. |
| **Intern Title:** | Examples: Intern - Unit Management or Intern - Fisheries Management |
| **Number of Positions:** |  |
| **Supervisor Employee Number:** |  |
| **Supervisor Name:** |  |
| **Department:** |  |
| **City:** |  |
| **What civil service classification does this position most closely match:** | Examples: Wildlife Biologist, Nurse, Family Services Specialist, Accountant, ect. |
| **Other Requirements/screenings:** | Background Drug |

**POSITION DESCRIPTION:** (Write a paragraph listing duties the intern will be assigned, projects they may assist with, etc.).

In addition, list any specific coursework or experience applicant should have to be considered.  
**Please write in complete sentences.**

**This sentence is at the top of each announcement.**

\*APPLICANT MUST BE A CURRENT PART-TIME OR FULL-TIME STUDENT (MINIMUM OF 6 CREDIT HOURS) IN UPCOMING SEMESTER OR IN THE IMMEDIATELY PRECEDING SEMESTER.

**QUALIFICATIONS:** Note to Hiring Managers - Student status does not affect pay.

Applicant must be a enrolled as a part-time/full-time student at a college, university, or technical institute at the time they apply. By the start of the internship, the student should have completed one year (nine months) of their chosen program.

All students are encouraged to apply, but preference may be given to applicants with a standing of junior/senior, South Dakota residents, and students of South Dakota institutions.