

WHAT TYPE OF POSITION ARE YOU OFFERING?

Position Type	Volunteer	Internship - Unpaid	Internship - Paid	Part Time Job
Purpose	Support community service initiatives in non-profit and government agencies	Pre-professional, short term experience to expose students to a profession or industry	Pre-professional experiences to develop skills related to a profession	Required to fill a business need. A means for students to acquired transferable skills
Key Components	<ul style="list-style-type: none"> ✓ Freely giving time to support a cause ✓ Actively benefits the community at large ✓ Little to no training for tasks ✓ No expectations of compensation ✓ Minimal supervision required 	<ul style="list-style-type: none"> ✓ Defined learning objectives ✓ Defined beginning and end date ✓ Significant education and training ✓ Practical application related to education and training ✓ Supervised by an expert in the field ✓ Development of core competencies and transferable skills ✓ Special project ✓ Routine feedback/evaluation process ✓ Meet FLSA guidelines 	<ul style="list-style-type: none"> ✓ Progressive goal setting over the duration of the internship ✓ Education and training related to the profession ✓ Mentoring form an experienced professional ✓ Immersion in a day to day operations ✓ Advancement of transferable skills ✓ Routine feedback/evaluation process 	<ul style="list-style-type: none"> ✓ The roles is essential to the functioning of your business ✓ The training provide is specific to your business operations ✓ The positions is not necessarily related to the career aspirations of the student
Pay Status	Unpaid	Unpaid	Paid	Paid
Duration	Short term	1-2 semesters	10 week – 6 months	As long as needed
Time Commitment	Minimal, Determined per event. Generally a few hours	<ul style="list-style-type: none"> • Academic Year: 10-15 hours per week including at least 1 hour of education a week • Summer: Up to 40 hours per week including at least 4 hours of education 	<ul style="list-style-type: none"> • Academic Year: Up to 20 hours a week • Summer/Winter breaks: Up to 40 hours a week 	<ul style="list-style-type: none"> • Academic year: Up to 20 hours a week • Summer/Winter breaks: Up to 40 hours a week

