Creating the Position Description

**Position Title:** Intern (Enter department name)
**Title Code:** 7567

**Budget Information**
**Dates of Employment - From:** 06/06/2016
**Dates of Employment – To:** 08/11/2016
**Is this position grant-funded?** No
**Number of hours worked per week:** 30
**Proposed Salary Range:** $15.00 - $17.00
**Term:** 3
**Positions to be filled:** 1
**Salaries to Encumber:** $5,100.00

**Budget Funding Sources**
**Ad Loc. Acct. No:** Enter your department adloc here
**Funding Acct. Number:** 05-210313-00000
**Funding Account Title:** Summer Internships
**Percent Effort:** 100
**Posting Summary**
Specify the project name and details

**Special Requirements**
Attach Statement of Interest to your application under Writing Sample.

**Position Information**
Posting Title: Intern (Enter department name)  
Title Code: 7567  
Funding Type: Summer Intern  
# Of Students: 1

**Posting Details**
Length of Posting: 03/28/2016 – 04/08/2016

**Applicant Documents (Required)**
- Writing Sample (Statement of Interest)  
- Resume  
- Unofficial Transcript  
- Detailed Class Schedule  
- Reference List (at least 3) (optional)

**Posting Documents**
- Standardized Evaluation Matrix  
- Standard Interview Questionnaire
Creating the Hiring Proposal

**Budget Funding Sources**

**Dates of Employment - From:** 06/06/2016  
**Dates of Employment - To:** 08/11/2016  
**Employment Type:** Temporary P/T  

**Is this**  

**Position Information Title**  
**Code:** 7567 INTERN  
**Annual Term From-To:** 06/01/2016 – 08/15/2016  
**Annual Term Months:** 2.5  

**Budget Funding Sources**  
**Ad Loc. Acct. No:** Enter your department adloc here  
**Funding Acct. Number:** 05-210313-00000  
**Funding Account Title:** Summer Internships  
**Percent Effort:** 100
Creating the Hiring Proposal, cont’d

Hiring Information
Actual Start Date: 06/06/2016
Actual Starting Salary: $15, or $17 respectively
Orientation Date: 06/06/2016

Internal Documents
Attach the following documents as one attachment under *Internship Documents (Intern Hires Only)*
• Success Guide Certification
• Student Work Schedule
• Finalized Interview questionnaire with responses
• Finalized Interview Metrics

****Attach the BBP Personnel Exposure Assessment Form and Confidential Release Form separately as two different attachments****
Creating the EPA

**Attach Offer Letter ONLY**

EPA Information
Action is Effective From-To: 06/06/2016 – 08/11/2016
Source Balance Edits Overridden: Yes

Position Information
Title Code: 7567 INTERN
Annual Term From-To: 06/01/2016 – 08/15/2016
Annual Term Months: 2.5

Funding Source Lines
Title Code: 7567 – INTERN
Effective Dates: 06/01/2016 – 08/15/2016
Campus-Account Object Code: 05-210313-00000 SUMMER INTERNSHIPS 1740 Wages-Student
Acct Analysis: 5410
Pct Eft: 100.00%