Creating the Position Description

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

**Budget Information**

**Dates of Employment - From:** 06/01/2015
**Dates of Employment – To:** 08/15/2015

**Is this position grant-funded?** No

**Number of hours worked per week:** 35
**Proposed Salary Range:** $13.00 - $17.00
**Term:** 3

**Positions to be filled:** 1
**Salaries to Encumber:** $5,775.00

**Budget Funding Sources**

**Ad Loc. Acct. No:** Enter your department adloc here

**Funding Acct. Number:** Please select from below, based on your area:

- **Account Number:** 05-210313-00000
  - Auxiliary Services – VP Fred Washington Division
  - Athletics – Ashley Robinson
  - Restricted – Dr. C. Akujuobi – Research Division Only

- **Account Number:** 05-181352-00000
  - All remaining areas

**Funding Account Title:** Summer Internships
**Percent Effort:** 100
Creating the Job Posting

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: 04/20/2015 – 05/01/2015

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

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

Budget Funding Sources
Dates of Employment - From: 06/02/2015
Dates of Employment - To: 08/15/2015
Employment Type: Temporary P/T

Position Information
Title Code: 7567 INTERN
Annual Term From-To: 06/01/2015 – 08/15/2015
Annual Term Months: 2.5

Budget Funding Sources
Ad Loc. Acct. No: Enter your department adloc here
Funding Acct. Number: Please select from below, based on your area:

Account Number: 05-210313-00000
Auxiliary Services – VP Fred Washington Division
Athletics – Ashley Robinson
Restricted – VP Dr. C. Akujuobi – Research Division Only

Account Number: 05-181352-00000
All remaining areas

Funding Account Title: Summer Internships
Percent Effort: 100
Hiring Information
Actual Start Date: 06/01/2015
Actual Starting Salary: $13, $15, or $17 respectively
Orientation Date: 06/01/2015

Internal Documents
Attach the following documents 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: 06/01/2015 – 08/14/2015
Source Balance Edits Overridden: Yes

Position Information
Title Code: 7567 INTERN
Annual Term From-To: 06/01/2015 – 08/15/2015
Annual Term Months: 2.5

Funding Source Lines
Title Code: 7567 – INTERN
Effective Dates: 06/01/2014 – 08/15/2014
Campus-Account Object Code: Please select from below, based on your area:

Account: 05-210313-00000 SUMMER INTERNSHIPS 1740
Wages-Student
  • Auxiliary Services – VP Fred Washington Division
  • Athletics – Ashley Robinson
  • Restricted – Dr. Catejan Akujuobi – Research Division Only

Account: 05-181352-00000 SUMMER INTERNSHIPS 1740
Wages-Student
  • All remaining areas

Acct Analysis:
  5410 for the 210 account
  0766 for the 181 account

Pct Eft: 100.00%