



Career Center
College of Charleston
66 George St.
Charleston, SC 29424

Phone: (843) 953-5692
Fax: (843) 953-6341
Email:
CareerCenter@cofc.edu

Job/Internship Description Form

Please Note: All fields must be completed - if you do not have information to enter within specific fields, enter N/A

Have you previously listed a job with our office? ☐ Yes ☐ No

Job Classification:

- ☐ Full-time job
- ☐ Internship
- ☐ Co-op
- ☐ Part-time job (*choose all that apply*)
- ☐ Off campus job
 - ☐ Summer / Seasonal job
 - ☐ on campus job: Community Service
 - ☐ on campus job: Federal Work Study
 - ☐ on campus job: Graduate Assistant
 - ☐ on campus job: Non Work Study

Employer Name:

Type of Business:

Web Address:

Contact Person: *First Name:* *Last Name:*

Title:

College of Charleston
Alumnus ☐ Yes ☐ No

If yes, Date of Graduation (**mm/yyyy**):

Mailing Address:

Street or P.O. Box:

City

State

Zip/Postal Code

Street Address *(if different from above)*:

Phone:

Fax:

Email Address:

Confirm Email:

Job/Internship Information

Position Title:

Number of Positions:

Responsibilities:

(Please include as much detail as possible. Students/alumni will view this information).

Qualifications/knowledge/skills desired:

Learning Objectives *(for Internships ONLY - for other jobs, please enter N/A)*

Degree Program Desired: *(if open to all majors, enter ALL)*

Geographic location(s) of position:

Rate of Pay or Compensation

- *If an unpaid internship, list "unpaid" (see the [policy](#) about posting unpaid internships)*
- *For part-time positions, you MUST enter a numerical hourly rate or range*

Period of Employment: (*multiple selections allowed*)

- ☐ Not Specified
- ☐ Academic Year
- ☐ Post Graduate Employment
- ☐ Fall
- ☐ Spring
- ☐ Winter
- ☐ Summer

Days/Hours per week:

Beginning Apply Date:

Ending Apply Date:

How to apply: (*choose all that apply*)

- ☐ Mail a resume
- ☐ Fax a resume
- ☐ Call for an appointment
- ☐ Apply in person
- ☐ E-mail a resume
- ☐ Contact employer for an application
- ☐ Other -or- additional application instructions

By clicking the Submit button, below, you are agreeing to the following terms regarding listing a position with the Career Center at the College of Charleston:

The Career Center will neither post vacancies for, nor refer students to, employers who discriminate on the basis of race, sex, creed, national origin, religion, age, disability, or other legally protected classification. (For additional details on our policies concerning posting job opportunities or recruiting activities, please click here: <http://www.cofc.edu/~career/policiesforposting.pdf>)

When you click 'Submit', your posting will be sent to the Career Center, and a copy of the provided information will be sent to your email address.

Submit

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