**Work-Based Learning**

**Sample Template for Position Description**

|  |  |
| --- | --- |
| Company Name |  |
| Supervisor |  |
| Phone Number |  |
| Street Address |  |
| Email Address |  |
| Brief Description of Company |  |
| Position Title |  |
| Position Start Date (anticipated) |  |
| Duration of Internship |  |
| Hourly Wage |  |
| Preferred Major |  |
| Position Description |  |
| Essential Functions |  |
| Required Skills |  |
| Please provide a list of skills that the student will learn during the work-based learning internship? |  |