University of Maryland, College Park

**Federal Fellows Program**

**Global Fellows in Washington, D.C.**

**Student Internship Position Template**

If you wish, please complete the form below, save it as your agency/office name, and email to jburton1@umd.edu. Use “[name of your organization]Position Description” as your subject line.

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| --- | --- |
| Office Name:(include division, section, sub-section if applicable) |  |
| Location of Position: (address) |  |
| Web site: |  |
| Contact Person or Supervisor Name/Title: |  |
| Preferred Mode of Communication:(Include phone number and/or email) |   |
| Office Description: | (Please provide a brief one-to-two sentence overview of your office mission / main functions.) |
| Desired Hours Per Week: |  |
| Position Description or Duties:  | (Give, if possible, an overview of substantive and/or administrative responsibilities. If applicable, indicate willingness to base select duties on the student’s areas of interest.) |
| Qualifications and/or Skills Desired: | (Could include computer skills, foreign language proficiency, written communication skills, etc.) |
| Application Requirements: | (Could specify resumes, cover letters, writing samples, etc.)  |
| Application Deadline: |  |
| Method of Application: |  |