Merrick School of Business
Employer Internship Submission

Please provide the following information to assist the Merrick School of Business in making this opportunity available to students.

**Employer Information**

Organization Name: ______________________________  Department: _____________________________
Address: __________________________________________________________________________________
City:  _______________________________  State: ___________________  Zip:  _________________
Website Address: ______________________________

**Contact Information**

Name: ________________________________________  Title:  ______________________________________
Phone: ________________________________________  Email: _____________________________________
Fax: ________________________________________
UB Alumnus:      Yes      No

**Profile of Preferred Student**

**Student Status:**
- [ ] Sophomore
- [ ] Junior
- [ ] Senior
- [ ] Graduate Student
- [ ] No preference

**Work Authorization Required (check all that apply):**
- [ ] U.S. Citizenship Required
- [ ] U.S. Citizens and Permanent Residents
- [☐] Student Visa (required for international students)

**Preferred Specialization (check all that apply):**
- [ ] Accounting
- [ ] Management Information Systems
- [ ] Finance
- [ ] Human Resource Management
- [ ] International Business
- [ ] General Management
- [ ] Marketing
- [ ] Real Estate and Economic Development
- [ ] No preference
- [ ] Other: Please explain:  ________________________________________________________________

**Minimum Recommended GPA:**  [ ] 2.5  [ ] 3.0  [ ] 3.5

**Special Skills/Knowledge or Coursework Required:**  ____________________________________________
**Internship Position Description**

Dates of Opportunity:
- Month(s): ____________________  Year(s): ____________________________

Position Type:
- Full-time
- Part-time: Please indicate hours required per week: ________________

Position Title: _______________________________________________________________________

Position Description: (please feel free to attach a separate document) ___________________________________________________________________

Position Function: __________________________________________________________________

**Compensation:**
- Unpaid
- Paid: Please indicate range of hourly wage: ________________

**Application Deadline:** ________________

**How would you like to receive resumes:**
- Email
- Fax
- U.S. Mail

**Additional application materials required:**
- Cover Letter
- Unofficial transcript
- Writing sample
- Other documents: Please describe: _______________________________________________________________________

**Additional Information:**

Posting Date (job announcement will be posted on this date): ________________

Expiration Date (job announcement will be closed on this date): ________________

Will this internship be located at the address above:  Yes      No

If no, please provide location: _______________________________________________________________________

Would you like to interview on the UB campus:  Yes      No