



Federal Work-Study Internship Program Job Description Form

Name of Organization:

Position Title:

Hourly Wage:

Average Hours Per Week:

Desired Work Schedule:

(list ideal work days and times of the week for this position)

Address:

Supervisor Name:

Supervisor Phone Number:

Supervisor Email:

Essential Duties and Responsibilities:

Required Qualifications:

Knowledge, Skills, and Abilities *(check all that apply)*

Verbal Communication

Microsoft Office Skills (Word, PowerPoint)

Adobe (Photoshop, Illustrator, InDesign)

Detail Orientation

Initiative

Written Communication

Ability to Work Independently

Ability to Work in a Team

Presentation and Public Speaking Skills

Problem Solving

Flexibility/Adaptability/Creativity

Organizational Skills

Customer Service Skills

Multi-tasking

Provide other required qualifications or information on this position:

Skills/Experiences Gained from this Position:

Check off the UWM Shared Learning Goals in which students will gain knowledge, skills, and abilities. Please check all that apply below.

Critical Critical and Creative Thinking Skills

Student employee will be able to adapt and apply skills, abilities, theories, or methodologies gained in one situation to new situations to solve difficult problems or explore complex issues in original ways.

Effective Communication Skills

Student employee will be able to meaningfully articulate how experiences outside of the formal classroom deepens their understanding of fields of study and broadens their points of view.

Intercultural Knowledge and Competence

Student employee will be able to articulate insights into their own cultural rules and biases.

Individual, Social, and Environmental Responsibility

Student employee will be able to provide evidence in civic-engagement activities and describe what they have learned about themselves as it relates to a reinforced and clarified sense of civic identity and continued commitment to public action.

Please describe other skills/learning outcomes students will develop in this position: