

MICRO-INTERNSHIP TEMPLATE

Position Title: _____

Dates of Internship: _____ to _____

Reports to: _____

Major Role

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Responsibilities

1. _____ 2. _____ 3. _____ 4. _____ 5. _____
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Key Performance Indicators

(Measurements)

Qualifications

Education and Experience:

Business Systems Knowledge:

Key Competencies: (Soft Skills)

Benefits (Stipend/Pay, etc.)

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Outcomes

What will student learn at conclusion of Micro-Internship:

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How to Apply

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