



## NEDA University Internship/Co-op Program Recommended Intern Position Template

**Instructions to the Employer:** This template is provided as a guideline in preparing the internship/co-op position that will be posted on the NEDA Education Foundation website ([www.nedassoc.org](http://www.nedassoc.org)) and automatically linked to the Industrial Distribution Career Centers at NEDA targeted universities.

Name \_\_\_\_\_  
Last First Middle Initial

Employing Firm: \_\_\_\_\_

Address: \_\_\_\_\_

Location of Assignment: \_\_\_\_\_

Proposed Start Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Supervisor's Job Title: \_\_\_\_\_

Supervisor's Telephone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Description of Assignment: \_\_\_\_\_

Pay rate \$ \_\_\_\_\_ per \_\_\_\_\_ Additional Compensation: \_\_\_\_\_

Relocation Allowance: \_\_\_\_\_ Living Expenses: \_\_\_\_\_

Any Additional Benefits: \_\_\_\_\_

Intern/Co-op Student Evaluation Process: \_\_\_\_\_