**EDGE Internship Description**

**\*Please update all fields indicated with parenthesis [ ].**

**Employer:** EDGE Internship Program, Creighton University

**Dept./Division:** [DEPARTMENT, DIVISION]

**Job Title:** [TITLE]

**Wage/Salary:** $12.75/hr.

**Start term:** [TERM]

**Schedule:** Monday-Friday, flexible hours (no more than 30 hours per week maximum; no more than 14 weeks per term – summer term)

**Location:** [BUILDING]Creighton University, Omaha, NE

**Openings:** 1

**Dept. Description:** [DEPARTMENT DESCRIPTION]

**Job Description:** This position will:

* [BULLETED DESCRIPTION]

**Qualifications:** This ideal candidate for this position will be a current undergraduate student at Creighton University who has:

* [BULLETED QUALIFICATIONS]

While it’s not required, this position is ideally suited for students who are seeking a career in [CAREER FIELD].

**To Apply:**

Applications are accepted via Handshake. Please submit a resume and cover letter to be considered for the position.

\*All resumes uploaded to Handshake need to be approved by the Career Center prior to application submission. Please plan accordingly for application deadlines.

If you would like to schedule a mock interview, resume review, or cover letter review meeting with a member of the Career Center Staff, please schedule an appointment though Handshake, or call 402-280-2722.

**Questions?**

Please contact: EDGEInterns@creighton.edu.

**About the EDGE Internship Program:**

EDGE Internship Program Carefully supervised, on-campus learning experience where students have learning outcomes designed to aid in their career development and workforce readiness. The program provides a hands-on method for students to explore career fields while obtaining professional work experience. **For more information about the program, please visit:**<http://blogs.creighton.edu/edge/edge-interns/>