Posting Internships to Career Services at the University at Albany

Before posting an internship with Career Services, employers need to know some basic information.

1. **JOB DESCRIPTIONS:** Job descriptions for internships should include the following information:
   a) Company description.
   b) Academic Qualifications (i.e. freshman, sophomore, junior, senior OR Undergraduate, Graduate).
   c) Preferred academic major(s).
   d) Time period (i.e. fall semester, spring semester, or summer). Your description should include the number of hours per week and the duration of the internship experience.
   e) List of duties and responsibilities and what student intern will learn.
   f) Compensation if available.
   g) How to apply (i.e. send cover letter/resume by email, fax, or postal service).
   h) Deadline for application.
   i) Complete contact information for applying or receiving additional information.

2. **STUDENT STATUS:** An internship opportunity must be for a currently enrolled student. Opportunities for recent graduates are not considered internships.

3. **ACADEMIC CREDIT:** Internships do not necessarily have to be for academic credit. UAlbany Career Services does not arrange or manage academic credit for internships. Employers wishing to limit their internship experiences to those students seeking academic credit should contact the Office of the Vice Provost for Undergraduate Education at (518) 442-3950.

4. **COMPENSATION:** Career Services prefers that employers provide compensation to UAlbany students employed as interns. Compensation usually is monetary in the $7 - $15 per hour range, but can also be some gesture as the provision of lunch, free parking, reimbursement for travel expenses, or some special benefit unique to the employer.

5. **SETTING UP AN INTERNSHIP PROGRAM:** Employers should incorporate the following guidelines into their internship experience or program:
   a) Appoint an internship mentor to guide and supervise the intern.
   b) Provide the needed resources and office space for the intern to accomplish tasks and be successful.
   c) Develop learning objectives with meaningful assignments, clearly defined duties, and back-up tasks.
   d) Plan an internship orientation to help interns feel welcome.
   e) Provide on-going feedback and a final evaluation.

6. **INSTRUCTIONS FOR POSTING YOUR INTERNSHIP TO UALBANY:** Employers can post their jobs and internships online through our website at no cost. Here are the brief instructions to do so:
   a) Go to https://www.myinterface.com/albany/employer/.
   b) Below the “Login” button click on “Click here to register!”
   c) In the section designated “Find Your Organization” type in the name of your organization.
   d) From there, you can choose to either update your organization’s record, or, if your organization is not in our system, you can register. Follow the prompts to post your opportunity.

Your posting will then go into Pending status to await approval. If we have questions regarding your job or internship, we will contact you directly for clarification. Otherwise, you can expect that your posting will be made active within two business days.

Please contact Joe Aini in Career Services with any questions or concerns at Phone: (518) 437-4922 or Email: jaini@albany.edu.