

Employer Application Form

- Company name
- Internship position title
- Job description (How you would like the post to appear online)
- Duties and job responsibilities
- Eligibility and required skills
- Preferred level of study:
 - Graduate Students
 - Advanced Undergraduate Students
 - No preference/Open for All
- This position is:
 - Paid
 - Unpaid
- Position start date
- Position end date
- How many hours per week is the student expected to work?
- Primary contact
 - Name
 - Position
 - Email
 - Phone number
- The student's mentor and direct supervisor

- Same as above/primary contact
- Different contact

- Name
- Position
- Email
- Phone number

- Please select the option that best describes the position's work requirements:
 - Must be on-site/in person work responsibilities only
 - Remote/all tasks can be completed online/virtually
 - Both (please explain below)

- What are the learning outcomes of this internship?
- If applicable: What equipment will the student be trained on? (Camera/Sound/Lighting/Programs).
- Will your company be providing all the required equipment and programs?
 - Yes
 - No (Please explain below)

- How many interns are you hiring at this time?

- Required application material you would like to review:

- Cover letter
- Resume
- Demo-reel/portfolio of relevant work
- Weekly hours & availability
- All of the above
- Additional information (Please explain below)
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Automated email employers receive from UBFilms@buffalo.edu once the application is submitted:

Dear Employer,

Thank you for submitting your information and request for interns. Your form was received and will be reviewed by faculty and staff who will be in touch as soon as possible.

Sincerely,

UB*Films* Internship Program
Department of Media Study

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Available Positions

Once approved, the following is how we format employers' applications, and how it will appear to students and alums on the website:

- [Position Title] at [Company Name]
- Job description
- Duties and responsibilities

- Learning outcomes

To apply, please send the following requirements to <name> <email>

<List of requirements> (examples)

- Cover Letter
- Resume
- Demo-reel
- etc

Table of basic info under every post:

Position Title:
Application Deadline: <Date>
Timeline: <Dates or Summer, Fall etc>
Location: <City or Virtual/Remote>
Level of Study <Graduate, Undergraduate>
Eligibility Requirements:
This position is: Paid/Unpaid
Qualifies for Media Study Academic Credit: Yes/No

