

## INTERNSHIP REQUEST FORM

(The information given on this form will be made available to students. Please review and complete as necessary.)

### Directions:

1. Click "File", "Save As" and save this file to your computer as "your dept/division name"
2. Click the gray areas in which you need to type and enter text.
3. Save the complete file.
4. Attach the completed file to an email and send to: [CWagner@co.broome.ny.us](mailto:CWagner@co.broome.ny.us)

(Section 1) Requesting Department Information	
<b>Department/Division</b>	Aging
<b>Mission Statement</b>	The mission of the Broome County Office for Aging is to improve and enrich the quality of life for all older persons in Broome County.
<b>Contact Person Information</b>	Name: Kathy Bunnell Title: Director Email: kbunnell@co.broome.ny.us
	Phone: 778-241-1 Fax: 778-231-6
	Address: PO Box 1766 Binhamton NY 13902
<b>Send Applications Via</b>	<input checked="" type="checkbox"/> Email <input checked="" type="checkbox"/> Phone <input type="checkbox"/> Fax <input type="checkbox"/> Mail
<b>Date Form Completed</b>	7/22/09

(Section 2) Internship Information	
<b>Position Name</b>	Marketing Intern
<b>Job/Project Description</b>	The intern will help to design a new display for the Office for Aging, will review our locally produced materials and make recommendations on use of tag lines, logo, signatures on e-mail and press release protocol. The intern will develop a media guide, and instruct staff on marketing and media techniques.
<b>Experience/Skills Desired</b>	The Intern needs to have a background in marketing, an understanding of the mature market and their caregivers.
<b>Additional Notes</b>	The person in this position must be a self starter and will need to be able to work independently.
<b>Time Preference</b>	<input checked="" type="checkbox"/> Part Time <input type="checkbox"/> Full Time <input type="checkbox"/> No Preference

(Section 3) Compensation	
*Interns must be paid according to the current year's pay schedule and according to classification	
<b>Compensation*</b>	Unpaid
<b>School Credit</b>	<input type="checkbox"/> Credit <input type="checkbox"/> Non-Credit <input checked="" type="checkbox"/> No Preference

### (Section 4) Internship Availability – Check All That Apply

<b>Type of Intern Desired</b>	<input type="checkbox"/> HS <input checked="" type="checkbox"/> College <input checked="" type="checkbox"/> Grad <input type="checkbox"/> Law
<b># Of Positions Available</b>	<b>1</b>
<b>Time Period</b>	<b>Fall</b>