**TRAVIS COUNTY STUDENT INTERNSHIP PROGRAM**

## STUDENT INTERN REQUEST FORM

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| ☐ Academic | ☐ External Posting Required |
| ☐ Non-Academic | ☐ External Posting Not Required |

| **Student Intern Compensation (circle requested classification)** | | | |
| --- | --- | --- | --- |
| **Intern Classification** | **Academic Status** | **Pay Grade** | **Compensation** |
| Student Intern 1 | High School, Undergraduate, Graduate, Academic | NCF01 | Unpaid |
| Student Intern 2 | High School | NCF02 | $16.00 - $20.79 |
| Student Intern 3 | Undergraduate Student, Community College | NCF01 | $20.80 - $23.99 |
| Student Intern 4 | Graduate Student | NCF01 | $24.00 - $26.00 |

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| **Do you need assistance with recruiting an Intern?** | No Yes |
| **Department/Division Name:** |  |
| **Name of person submitting Intern Request Form:** |  |
| **Do you require HRMD earmark funding?**  **(All funding requests are processed through PBO)** | No Yes |
| **Intern Supervisor Name/Title/Extension:  Number of Interns:** |  |
| **Brief Department Description:** |  |
| **Duties to be Performed/Project(s) to complete:**  **(Please be specific)** |  |
| **Qualifications:**  **(Focus on Knowledge, Skills and Abilities, e.g. computer skills, communication/language skills, research skills, writing ability)** |  |
| **Preferred Work Days:** |  |
| **Preferred Work Hours:** |  |
| **Preferred School(s) to recruit Interns:** |  |
| **Worksite Location:** |  |
| **Semester Preferred Start Date:** | **Start Date: End Date:** |
| **Do you currently have an Intern(s)?** | No Yes **Intern(s) end date**:\_\_\_\_\_\_\_\_\_\_ |

Please submit completed form to [HRServices@traviscountytx.gov](mailto:HRServices@traviscountytx.gov)