

University of Louisiana at Lafayette
B. I. Moody III College of Business Administration
Business Internship Job Description

(Please complete a separate form for each unique job description)

Name of Company: UL Lafayette Department of Housing

Company Address: _____

Contact Person and Title: Jules S. Breaux, Asst. Director of Housing

Phone: 337-482-1819 Fax: 337-482-6124

Email Address: breaux@louisiana.edu Website: housing.louisiana.edu

Internship Title: Housing Facilities Intern Number of Interns desired: 1-4

Internship Date: Anytime Approximate hours per week: 20-40

Approximate Salary: \$7.25 per: Hour Week Month Semester

Academic Majors: (Check all that apply)	Class Level:
<input type="checkbox"/> Accounting	<input type="checkbox"/> Junior
<input type="checkbox"/> Economics	<input type="checkbox"/> Senior
<input type="checkbox"/> Finance	<input type="checkbox"/> MBA
<input checked="" type="checkbox"/> Hospitality Management	<input checked="" type="checkbox"/> Any
<input type="checkbox"/> Insurance & Risk Management	
<input checked="" type="checkbox"/> Management	
<input type="checkbox"/> Marketing	
<input type="checkbox"/> MBA Health Care Administration	
<input type="checkbox"/> MBA General	
<input type="checkbox"/> Professional Land & Resource Mgmt	
<input type="checkbox"/> Other: _____	

Desired Skills: Strong communication (written & verbal), detail oriented, problem solver, strong leadership, Microsoft office (esp. Access, Excel)

Major Responsibilities/Projects of the Intern Position:
To include but not limited to: supervision of Student Aid work crews, supplies inventory control, project management, Asset Inventory Control, Assisting with Reservations Management, Property Assessment, other facilities related responsibilities/projects

How should applicant apply for the position?
 Résumé Other: _____ Via: Mail Email Other: _____

Deadline to apply: _____

Could the intern position become full-time employment? Yes or No

How did you hear about us? Alumni

Please return completed form to: _____ Fax: 337-482-5836 Email: internship@louisiana.edu