# Job Posting Template

After verifying the company contact information, please follow the step-by-step guide below to finish posting your desired internship opportunity.

### Position Type:

Select “MBSI” from the dropdown menu.

### Job Title:

The title of the job you are hiring for. You must include “MBSI” at the start of the job title. *Example* – MBSI Financial Analyst

**If you have pre-selected a Haskayne student**, please include “PRESELECTED” in the job title. All postings that are submitted with this in the job title will not be made visible to the student population and are for our records only.

### # Of Positions:

Indicate the number of students you are looking for. If you are looking for multiple students for different projects, please post each project as a separate job.

### Job Start Date:

Enter an ideal or approximate start date. *Examples*: Month, Immediate start

\*Please note that students cannot begin an MBSI internship until the partner a portion of the stipend has been paid and received by Mitacs.

### Job Location:

Where the job is located. *Example* – Calgary, AB. If the position is hybrid or flexible, you can list multiple locations. *Example* – Calgary/Remote.

### Job Description:

1. Insert a description about the company/organization. Approximately 3 - 5 sentences.

*Example* - ABC Company Ltd is a Canadian-based organization in the <Industry type> Sector with 30 years of success and quality customer service. During that time, ABC has grown from a two-person operation in a basement to a multi million-dollar enterprise, Nationwide. ABC Company Ltd is proud to be on Canada’s Top 100 Employers list for the past 3 years, which means we value our employees and work as a team…….

1. Describe the project you wish the intern to lead and the team they would be working for within your organization. The project should be innovation-related, touching on any of the aspects of strategy, marketing, finance, operations, analytics, and more. This makes it easier for the students to determine if their experience and interests align with the opportunity. List any anticipated responsibilities associated with the project.
2. Indicate here whether you are seeking a student to work full-time (30+ hours a week for 4 months) or part-time (up to 20 hours a week for 6 months).

### Job Requirements:

Insert the must-have and nice-to-have skills to ensure the successful completion of the project.

*Example*:

REQUIREMENTS:

* Advanced experience with Microsoft Excel and PowerPoint
* Attention to detail and accuracy in composing and proofing written materials
* Ability to establish and maintain cooperative working relationships
* A basic understanding of accounting and budgeting principles is required

### Targeted Programs:

Please select your preferred group: Undergraduate (select all BCOMM) or Graduate (select all MBA/MMgmt programs). If the project allows flexibility, please select all programs and concentrations.

### Posting Start Date:

Select the ideal or approximate start date for the internship.

### Application Deadline:

We recommend posting for a minimum of 2 weeks to engage the highest volume of students. Shorter deadlines may result in a smaller applicant pool.

### Application Procedure:

Select from the dropdown menu how you would like to receive student applications. If you select “Accumulate online”, you can log into your Elevate profile to view applications at any time.

### Application Material Required:

Select Resume and Other: Statement of Interest, Competitiveness and Eligibility (per Mitacs requirements). If you would like students to include their unofficial transcripts, you can select “Transcript”.

### Additional Application Information:

In the additional application information text box, please copy & paste the following:

“This internship is part of the Haskayne MITACS Business Strategy Internship program and is reliant on third party funding, which is not guaranteed. Please review the [program website](https://haskayne.ucalgary.ca/current-students/mitacs-business-strategy-internship-mbsi-program/partners) for eligibility requirements and FAQs.

Should this internship be approved by Mitacs, all undergraduate students will receive a stipend of $10,000 and all graduate students will receive a stipend of $15,000. The stipend is delivered via monthly installments from U of C.

Students hired as part of this program, are required to:

* Complete a minimum of 450 hours of work towards an innovation project determined by the partner organization.
* Meet (in-person or virtually) with their Haskayne Internship Advisor and partner supervisor. Additional meetings may be required.
* Meet (in-person or virtually) with supervisor weekly.
* Inform the Internship Advisor of any concerns or problems immediately with their responsibilities or working environment.
* Complete an exit survey at the end of the program to report on skills developed and to provide feedback on their program experience”

### Next Steps:

After you save the posting, a representative from the Haskayne Career Development Centre will review and approve it. You will receive an automated email notifying you once it has been made live and is visible to students.

If you have a pre-selected student, please move to the “Send Signed Offer Letter” step of the Partner Process Guide.