



UCF College of Business Employer Relations Team

The College of Business Employer Relations team acts as the liaison between employers and College of Business students for relevant internships and job opportunities.

WHAT WE PROVIDE TO EMPLOYERS:

- An initial intake call for all new employer contacts to discuss position qualifications
- Promotion of job/internship description to targeted student population
- Direct emails of resumes from interested applicants through job portal ***Knightline***
- Student recommendations that fit specific hiring needs

KEY STEPS ON HOW TO BUILD A SUCCESSFUL INTERNSHIP PROGRAM:

1. **Identify who will provide regular guidance and feedback to the intern.** Internship mentors must be professionals with expertise in their field of study or discipline.
2. **Determine your timing.** Depending on the student's major, they will need to complete a minimum of 200-300 hours for the semester. Students may NOT accumulate hours for previous or future semesters. Students may choose whether they would elect to use course credit or just gain professional experience.
3. **Determine Compensation.** Helpful tip: Many of our students must work while attending college. To attract quality applicants, paying the intern is HIGHLY recommended. For paid internships, minimum wage is required; \$10-14/hour is recommended.
4. **Develop an internship position description.** CBA faculty must approve your internship for students to be enrolled in their internship course. The learning experience must be NEW. Part time jobs may not count for internship or academic credit. Description should include: Responsibilities and Learning Outcomes, Preferred Knowledge, Skills & Abilities, Required Qualifications and working hours requirement.
5. **Register on and post your positions on our free *exclusive* UCF College of Business job board called KNIGHTLINE:** <https://business.ucf.edu/knightline>. Simply, choose "Not a Member" and follow the on-screen prompts to activate your account.
6. **Contact our Employer Relations team at cbaemployerrelations@ucf.edu.** We are available to help develop your internship, promote opportunities to students, assist with faculty communications and support your organization and our students' success throughout the process.