

# PENNSYLVANIA FREE ENTERPRISE WEEK

## DUE MARCH 1, 2021

## INTERNSHIP APPLICATION

### DUE DATE

March 1, 2021 (Decisions will be made by late April. We will notify you either way)

### JOB SUMMARY

Work with the PFEW Staff in preparing for and running the 4 PFEW sessions. Assist in assembling student folios, inventory control, data entry, assisting volunteers, and setting up for daily activities. During PFEW, the work day is from 6:45 a.m. – 11:00 p.m. of which you will be assigned a designated shift during our work day.

### REQUIREMENTS

- PFEW graduate
- Ability to handle multiple tasks
- Lift 20-50lbs
- Work well with others and in a team setting
- Able to work entire length of program

### COMPENSATION

- Hourly Rate
- Guaranteed 40 hours per week, with a chance for overtime
- Room and board are provided

### ACCOMODATIONS

- Live in air-conditioned apartments (separate from student dorms) on the Lycoming and Penn College campuses

**You will need to collect and submit 3 letters of recommendation (i.e. PFEW CA, teacher, counselor, employer, etc.) along with this application. Mail all items together to:**

**Ms. Amber Goss  
Schools Manager  
PFEW  
3076 West 12<sup>th</sup> Street  
Erie, PA 16505**

### DURING THE WEEK

- Be at PFEW June 30<sup>th</sup> thru August 7<sup>th</sup> (Break - July 17-22)
- Help set up for each event, speaker, and activity
- Maintain staff rooms
- Be ready to work when asked
- Be on time, be responsible and be respectful

### POSITION TITLE

Program Intern for PFEW

### JOB LOCATION

Lycoming College/ Pennsylvania College of Technology  
Williamsport, Pennsylvania

### TIME FRAME

June 30, 2021 – August 7, 2021 (Break - July 17-22)

### REPORTS TO

PFEW Senior Staff

### POSITIONS AVAILABLE

8 (returning interns receive first shot at all positions)

## STUDENT INFORMATION

Please complete the following in order to be considered for an internship at Pennsylvania Free Enterprise Week.

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone # \_\_\_\_\_ Cell Phone # \_\_\_\_\_ E-mail Address \_\_\_\_\_

Age \_\_\_\_\_ Gender \_\_\_\_\_ Current Year in High School/College \_\_\_\_\_ High School/College Name \_\_\_\_\_

PFEW Week Attended \_\_\_\_\_ PFEW Campus Location \_\_\_\_\_ PFEW Company Advisor Name \_\_\_\_\_

