

Master of Environmental Science Job Posting Form

Thank you for submitting a job to the Master of Environmental Science Internship program!
Please email job postings to hiremasters.utsc@utoronto.ca.

For assistance, please call the MEnvSc Internship Team at 416-287-7506

COMPANY INFORMATION	
Company/Organization Name:	
Company/Organization Website:	
APPLICATION DETAILS	
Documentation Requested:	<input type="checkbox"/> Resume <input type="checkbox"/> Cover Letter <input type="checkbox"/> Transcript <input type="checkbox"/> *Other: _____ *(e.g., writing sample; please note any requirements under "Special Instructions")
Method of Application (please choose <u>one</u>):	
<input type="checkbox"/> Apply via UofT Job Board (a package of applications will be sent to you electronically by 12-Noon the day after the deadline)	
<input type="checkbox"/> Employer Website Please confirm website: _____	
<input type="checkbox"/> Both: Apply via UofT Job Board and on the Employer Website directly	
When would you like us to open the role?	When would you like us to close the role?
Would you like your role posted to UofT undergraduate Co-op Environmental Science students as well?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Special Instructions for the Job Posting (optional):	
Interviews:	
<input type="checkbox"/> On-site (company location) Please confirm address: _____	
<input type="checkbox"/> On-campus: <i>Due to COVID-19, on-campus interviews have been suspended until further notice</i>	
<input type="checkbox"/> Virtual Please confirm preferred virtual platform: _____ If Other, specify: _____	
<i>Note: we are able to assist with Zoom interview set up. For other platforms, we are able to send you a finalized schedule, and meeting invitations would be set up and emailed by the employer.</i>	
Would you like us to contact students to schedule the interviews? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Would you like us to coordinate the Zoom booking? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	
Please send Zoom booking information to the following email address: _____	
WORK TERM DATES AND DURATION	
<i>*Kindly note Master of Environmental Science candidates are available for internships of any length (4/6/8/12+ months) that start in the Summer term (positions typically begin late-April/early-May)</i>	
Work Term Duration:	Number of positions available:
Tentative Start Date:	Tentative End Date:

POSTING CONTACT		HIRING CONTACT	
		We will advise students to address their cover letter to this person. If same as posting contact, please leave blank.	
Salutation:		Salutation:	
Job Title:		Job Title:	
Address:		Address:	
City:		City:	
Province:		Province:	
Postal Code:		Postal Code:	
Email:		Email:	
Phone:		Phone:	

JOB DESCRIPTION – Complete this section, or send us a copy of the job description as an attachment	
Job Title:	
Location of work: Needed only if different from Hiring contact address	
Remote Position:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partial (please include %): _____
Normal days and hours of work per week: (typically, 30-37.5 hrs/week)	
Background information on your organization or department: Tell students about your organization, describing the great things about working there	
Job Duties/Tasks and Responsibilities:	
Skills/Qualifications needed: Please describe both minimum skill sets and "asset/nice-to-have" skills and qualities	
Hourly Rate of Pay: You may list a pay range, or monthly/annual salary, if preferred	

Thank you for submitting a job to the Master of Environmental Science Internship program!
Please email this completed form and/or job posting attachment(s) to: hiremasters.utsc@utoronto.ca