

**Master of Environmental Science Job Posting Form**

Thank you for your interest in submitting a job to U of T's Department of Physical & Environmental Sciences (DPES) Master of Environmental Science Internship program!

Employers may complete this form or email their existing job postings/posters with detailed application and work-term details to [hiremasters.utsc@utoronto.ca](mailto:hiremasters.utsc@utoronto.ca).

For assistance, please call the DPES Graduate 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: _____<br><i>*(e.g., writing sample; please note any requirements under "Special Instructions" below)</i> |
| <b>Method of Application (please choose <u>one</u>):</b><br><input type="checkbox"/> Apply via U of T Job Board only (a package of applications will be sent to you electronically by 12-Noon the next business day after the deadline)<br><input type="checkbox"/> Apply via Employer Website only   Please list your career website:<br>_____<br><input type="checkbox"/> Both: Apply via U of T Job Board and on the Employer Website directly<br>Please list your career website: _____ |   |
| When would you like us to <b>open</b> the role (for student applications)? <b>(DD-MM-YYYY)</b>  | When would you like us to <b>close</b> the role (deadline for students to apply)? <b>(DD-MM-YY)</b>   |
| Would you like your role posted to the U of T undergraduate Co-op Environmental Science students as well?   | <input type="checkbox"/> Yes <input type="checkbox"/> No  |
| <b>Special Instructions for the Job Posting (optional):</b><br><br><br><br>   |   |
| <b>Interview Preference:</b><br><br><input type="checkbox"/> On-site (company location)   Please confirm address: _____<br><br><input type="checkbox"/> On-campus (University of Toronto Scarborough, Internship Team to confirm the room booking)  |   |

Virtual | Please confirm preferred virtual platform: \_\_\_\_\_

*Note: we are able to assist with virtual interview set up via Zoom and MS Teams.*

*\*Additional details on interview scheduling will be provided once the posting has closed.*

**WORK TERM DATES AND DURATION**

*\*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)*

|   |   |
|---|---|
| <b>Work Term Duration:</b>                | <b>Number of Positions Available:</b>   |
| <b>Tentative Start Date (DD-MM-YYYY):</b> | <b>Tentative End Date (DD-MM-YYYY):</b> |

| <b>POSTING CONTACT</b><br>Please put N/A for any info you cannot provide. |  | <b>HIRING CONTACT</b><br>We will advise students to address their cover letter to this person. If same as posting contact, please leave blank. |  |
|---|--|--|--|
| <b>Salutation:</b>  |  | <b>Salutation:</b>   |  |
| <b>Job Title:</b>   |  | <b>Job Title:</b>  |  |
| <b>Address:</b>   |  | <b>Address:</b>  |  |
| <b>City:</b>  |  | <b>City:</b>   |  |
| <b>Province:</b>  |  | <b>Province:</b>   |  |
| <b>Postal Code:</b>   |  | <b>Postal Code:</b>  |  |
| <b>Email:</b>   |  | <b>Email:</b>  |  |
| <b>Phone:</b>   |  | <b>Phone:</b>  |  |

**JOB DESCRIPTION – Complete this section, or provide a copy of the job description as an attachment**

|  |  |
|--|--|
| <b>Job Title:</b>  |  |
| <b>Location of Work:</b><br><i>*Needed only if different from Hiring Contact address</i> |  |
| <b>Student Work Mode:</b>  | <input type="checkbox"/> Fully Remote <input type="checkbox"/> Fully In-person <input type="checkbox"/> Hybrid |
| <b>Number of Hours of Work Per Week:</b><br>(typically, 30-37.5 hrs/week)                |  |

|   |  |
|---|--|
| <p><b>Background Information on Your Organization or Department:</b><br/>*Please include information about your organization and the benefits of working there.</p> |  |
| <p><b>Tasks and Responsibilities:</b><br/>*Briefly describe some tasks and responsibilities that would be performed in this role</p>                                |  |
| <p><b>Skills/Qualifications Needed:</b><br/>*Please describe both minimum and "asset/nice-to-have" skills and qualities</p>   |  |
| <p><b>Hourly Rate of Pay:</b><br/><i>*Confirmation of hourly rate is preferred; annually/bi-weekly/monthly salary can be listed if preferred.</i></p>               |  |

Please email this completed form and/or job posting attachment(s) to: [hiremasters.utsc@utoronto.ca](mailto:hiremasters.utsc@utoronto.ca)

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