

Master of Environmental Science Job Posting Form

Thank you for your interest in submitting a job to the 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.

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 only (a package of applications will be sent to you electronically by 12-Noon the day after the deadline) <input type="checkbox"/> Employer Website only Please list your career website: _____ <input type="checkbox"/> Both: Apply via UofT Job Board and on the Employer Website directly Please list your career website: _____	
When would you like us to open the role? (DD/MM/YY)	When would you like us to close the role (deadline for students to apply)? (DD/MM/YY)
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): 	
Interview preference: <input type="checkbox"/> On-site (company location) Please confirm address: _____ <input type="checkbox"/> On-campus (University of Toronto Scarborough) <input type="checkbox"/> Virtual Please confirm preferred virtual platform: _____ <i>Note: we are able to assist with virtual interview set up.</i> <i>*Additional details on interview scheduling will be provided once the posting has closed.</i>	
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)*

Work Term Duration:	Number of positions available:
Tentative Start Date (DD/MM/YY):	Tentative End Date (DD/MM/YY):

POSTING CONTACT Please put N/A for any info you cannot provide.		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"/> Hybrid
Normal days and hours of work per week: (typically, 30-37.5 hrs/week)	
Background information on your organization or department: Please include information about your organization and the benefits/advantages of working there	
Job Duties/Tasks and Responsibilities: Briefly describe some job duties/tasks and responsibilities that would be performed in this role	
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

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

Thank you for your interest in submitting a job to the Master of Environmental Science Internship program!