## COHA Internship Application

Name:

Date:

Email:

Primary Phone Number: Secondary Phone Number:

Home Address:

College: Year of Graduation:

Graduate or Undergraduate?

Major(s)/Minor(s):

Language Skills:

Start Date: End Date:

**Summer Internships—14 weeks; remainder of year—18 weeks.**

Will you be gaining academic credit for your internship? Yes No

Days and hours you are available to work at COHA:

All interns will also be Research Associates and will write for COHA, however, each intern is required to take on various tasks.

Rank your top three choices for administrative positions, 1 being your first choice. Be sure to read position descriptions carefully on our website under “Internships.”

[ ] Office Manager

[ ] Intern Coordinator

[ ] Financial Officer

[ ] Mailing List Manager

[ ] Promoter (Intern Articles)

[ ] Washington Report on the Hemisphere (WRH) Managing Editor

[ ] WRH Subscription Manager

[ ] Extramural Coordinator (Manages articles written by those not in the office)

[ ] Fundraising/Grant Committee

[ ] COHA Wire Manager (Website only for Cohistas)

[ ] Telecommuter Manager

[ ] IT Manager (Manages COHA’s Online Presence)

[ ] Press Manager (COHA in the Public Arena)

[ ] Social Media Manager

How did you hear of COHA’s internship program?

Why are you applying to COHA?

Please list any office experience.

Describe previous experience in Latin American or Canadian studies, or other relevant experience, if any.