

Carleton College

Thank you for contacting Carleton College about your internship posting. Currently, we accept internship postings through email only. We have a central coordinator through our Liberal Arts Career Network Consortia who inputs all internships. You may send your internship postings directly to Kathy Cooper at kcooper@acs.carleton.edu. Please include all of the following information to help expedite the entry of your posting:

- Name of Organization
- Type of Organization
- Full Mailing Address
- Website Address
- Internship Title
- Internship Location (may sometimes differ from organization's location - please verify)
- Semester(s) Offered
- Internship Description
- Organization's Online Internship Listing URL (from organization's website, if available)
- Contact Name, Title, Phone, Fax
- Contact Email (if no specific email provided, please include a general contact email address from your website, ie. info@thiswebsite.com)
- Compensation/Benefits
- Application Materials
- Application Deadline (if none, please specify)
- Please include all possible means of application submission

If you have any questions, feel free to contact the Career Center at (507) 646-4293.