

Jamestown/Stutsman Intern Program



The Jamestown/Stutsman Development Corporation Internship Reimbursement Program is designed to increase the number of local internships and assist our employers in workforce recruitment and retention. The Program will contribute up to \$3,500 to reimburse employers that hire University/College students to assist in the payroll costs. The Program is open to employers in Stutsman County.

Program Guidelines

- Employers may be eligible for up to \$3,500 in reimbursement.
- Employers may be eligible for half the payroll cost to be reimbursed. For example, if the projected cost for the employer is \$8,000 they would be eligible for up to \$3,500. If the projected cost for the employer is \$4,000 they would be eligible for \$2,000.
- Employers can apply through the existing UJ Intern Program or directly to JSDC.
- JSDC will meet quarterly to award eligible employers.
- JSDC will select eligible employers for reimbursement after the deadlines. Specific dollar amounts will be determined for each application selected at that time.
- The employer and internship position must be located in Stutsman County.
- Employers must pay the Intern \$15 per hour.
- Employers must apply before the Intern begins work.
- The Internship does not have to be for Academic Credit, but is encouraged.



How to Apply

Complete the application in full, including a detailed description of the desired intern's position in the company. After completion of application, send to **Info@growingjamestown.com** for consideration. The JSDC will review and award recipients.

For More
Information

Jamestown/Stutsman Development Corporation
Email: Info@growingjamestown.com
701-252-6861
Growingjamestown.com



JSDC Internship Reimbursement Program Application

Application Deadline: August 13, 2021

Student Name _____

University/College Name _____

Major Field of Study _____

Semester/Year _____ Credit Hours _____ Estimated Hours Per Week _____

Internship Position Title _____

Work Site Name/Address _____

Supervisor Position Title _____

Supervisor's Name _____

Supervisor's Email _____

Internship Hours/Schedule _____

Expected Attire _____

Have you Discussed Workplace Policies? Yes No

Job Description

Learning and Work Goals. (what can the intern expect to learn from this experience)

Does the Employer wish to apply for the Jamestown Internship Reimbursement Program?

Yes No

If yes, what will the Hourly Wage Be? _____

What is the Total Anticipated Payroll Cost? _____

What is the Anticipated Start Date? _____

Student Name

Student Signature

Date

Academic Advisor Name

Academic Advisor Signature

Date

Internship Supervisor Name

Internship Supervisor Signature

Date
