



Rajamangala University of Technology Srivijaya  
Cooperative Education and Internship

CO.W-02

### Job Description Job Position and Job Supervisor

(Informant: Human Resources Manager and / or Job Advisor)

#### Clarification:

To effectively coordinate cooperative education with an organization , we would like to ask for your kind assistance from human resources manager or a person responsible for supervising student' s assignments to cooperate with a job advisor in order to provide job information: job position, job description and job supervisor. Please fill in this form and return to the cooperative education program.

*To Head of Cooperative Education and Internship, Rajamangala University of Technology Srivijaya*

Details about the job position, job description and job advisor are as follows:

#### 1. Name, Address of Organization

Please provide accurate/correct information to be written in the English certificate of a student.

Address (For traveling to supervise a student)

Name of Organization : .....

Address: No. .... Road ..... Alley ..... Sub-district .....

District/Area ..... Province ..... Postcode.....

Tel. .... Fax. ....



**2. General Manager / Factory Manager and Coordinator**

Name of Manager Organization .....

Position .....

Tel. .... Fax. .... E-mail .....

Coordinating with the University (student supervision and others, I hereby give...)

contact directly with the manager

assign the following coordinator.

Name .....

Position .....

Tel. .... Fax. .... E-mail .....

**3. Job supervisor**

Name .....

Position ..... Department .....

Tel. .... Fax. .... E-mail .....



4. Student Assignemnt
Student's Name.....
Job position .....
Job description .....
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.....(Informant)

(.....)

Job Position.....

Date...../...../.....

Please return the reply form to cooperative education, faculty/college or cooperative education of Rajamangala University of Technology Srivijaya, No. 1 Ratchadamnoen Nok, Bo Yang, Muang, Songkhla 90000. Tel. 074-317100 ext. 1170 Fax 074-317410 (within the first week of cooperative education)