

Job and Internship Description Guide

Each position posting should include the following:

Job Title, Job Description, Qualifications, Pay Rate/Range

Internships should also include: Anticipated Schedule & What Students Will Learn

Job Title

Position titles should be descriptive and give insight into the main responsibilities of the job.

Examples:

- English Teacher vs. Teacher
- IT Support Desk Intern vs. Intern
- Marketing Representative vs. Sales

Qualifications

- This list should be clear enough for students to determine if they meet the requirements needed for the job.
- It's recommended to include both required and preferred qualifications.
- This section can include soft/technical skills, education/experience requirements, etc.

Job Description

- The job description should clearly describe the specific responsibilities of the position.
- This section should be the largest and most detailed part of the job posting.
- Format this section with bullet points rather than large paragraphs.
- It's recommended to categorize responsibilities with percentages of expected time/attention devotion per week.
- Consider including a brief paragraph about your company context in this section.

Pay Rate/Range

Disclosing pay ranges increases applications. For example, "\$15-\$20/hr depending on experience" gets more traction than "Varies" or simply "Depends on Experience." Ask your Talent Connection Manager for current average rates in your field.

Internship Specifics

In addition to the other information on this sheet, internship postings should include:

- What the student can expect to learn in this role (consider soft skills, software/hardware experience, general professionalism skills, networking, etc.)
- Anticipated schedule details: length of internship, hours per week, specific days needed, flexible with classes, etc.

Job Title: _____

Employer:

Pay Range:

Contact:

Full or Part Time:

Email to send resumes:

Hours Per Week:

General Description of the Position:

Qualifications:

Required:	Preferred:
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Primary Responsibilities:

Job Title:
Employer:

Pay:
Hours per week:

General Description of the Position:

Semester:

Primary Responsibilities:

Qualifications:

Required:

Preferred:

What You Will Learn:

Schedule & Logistics: