

Checklist for writing a position description

The following items are generally requested by students and will help ensure your position will appeal to the appropriate students – saving you time in the hiring process.

About your company

- Name of hiring organization
- Brief description of organization
- Organization web URL

About the job

- Job title
- Job description – basic duties, responsibilities
- Qualifications – preferred and required skills, education level (major, year), and important traits including team skills
- Location of job or internship
- Hours/work schedule
- Salary/ wages
- Start date
- Internship duration (summer only or coop)
- Number of positions available

About the process

- Application instructions
- Application deadline date
- Contact person with name, email and/or phone number