Sample Position Description

Organization Name:

Job/Internship Title:

Location: Indicate if remote work is an option and/or if it is accessible by public transportation.

Hours: Hours/week, Days/week (example: 20 hours per week Monday - Friday)
Note for internships: Average for academic year internships is 10-15 hours per week
Note for internships: Indicate if hours are flexible with class schedule and/or weekend hours are available

Expected Start Date: **Expected End Date:**
Note for internships: Typical internship length is approximately 12 weeks usually during fall or spring semester or summer (June - August)

Compensation:
Note for internships: list type of compensation and amount, unpaid, hourly, stipend, etc.
Compensation Resources: Glassdoor.com, Salary.com, Naceweb.org

Supervisor/Recruiter: *Name and contact information*

About:
Include basic information about your organization, services or products. Describe your organization's commitment to equity and diversity, such as stating your organization's values, what affinity groups you have, and other related equity and inclusion initiatives.

Primary Duties:
Note for internships: Describe opportunities the intern will have, potential projects, and learning outcomes
 • Be as specific as possible.
 • Avoid including physical demands if they are not truly required for the position.
 • Avoid acronyms or jargon unique to your organization.
 • Avoid gender-coded words or expressions.

Qualifications *(you do not need to have all these listed)*:
 • When possible, be flexible with requirements in order to attract a broad range of strong candidates.
 • Consider including must-haves rather than a long list of nice-to-haves.
 • Rather than stating specific years of experience, offer alternative experience or expertise when possible (3+ years of experience in sales vs. experience in sales involving a variety of industries and customers).
 • Minimum year in school or degree requirements.
 • Consider including, "Not all job seekers meet every qualification. Consider applying if several of these match your current abilities as well as future areas for growth."
 • If open to all majors, be clear by stating 'open to all majors'.
 • Include skills, interests and/or academic requirements.
 • Consider the whole package! The best candidates will bring diverse perspectives, experiences and skills, not just a high GPA.

Benefits:
 • List all available benefits.
 • Include other employee perks such as transportation, food, event tickets, etc.
 • Make special note of inclusive benefits (parental leave policies, partner benefits, etc.)
 • Be transparent about your organization's definition of 'partner.'
 • Highlight opportunities for career growth or mentorship.

How To Apply:
 • Website, email, or other relevant contact information.
 • List materials to include: resume, cover letter, references, etc
 • Indicate who to contact with questions.

Closing Date For Application: