Sample Job Description:

[Job Title]
Formal position title

[Start Month and Duration]
Indicate if this is a January, May, or September start and if the duration is 4-, 8-, 12- or 16-months

[Reports To]
The [job title] will report to [positions title or titles this position reports to]

[Job Overview]
Provide an overview of the role, what success in the position looks like, and how the role fits into the organization

[Salary]
Provide the hourly or monthly salary based on the number of hours worked per week/month

Responsibilities and Duties:
Provide a bullet point list of the responsibilities and duties of this job ordered by importance
• Provide essential duties required of job
• Use full and complete sentences
• Start sentences with action verb
• Use present tense
• Use gender-neutral language

Qualifications:
• Education or degree program required
• Indicate specific programs of interest
• Experience
• Specific skills
• Personal attributes
• Helpful to define
• Physical abilities (if applicable) – example must be able to lift 25 lb boxes
• For positions that require moderate physical activity, it is helpful to define activity parameters
• Licenses (if applicable) - example must hold a BC Class 5 Drivers License
  • This is applicable for student who will need a vehicle for the job or be required to drive a fleet vehicle
• Work authorization / Security Requirements (if applicable)
  • Example: must be a Canadian Citizen or Permanent Resident
  • This is often tied to government funding or work that requires a specific security clearance
  • Example: