



# Creating a Standout Job Description

Creating an impactful and eye-catching job description is key to increasing job applications and student engagement. Use these tips to enhance your job description to attract relevant and qualified candidates.



THE UNIVERSITY OF BRITISH COLUMBIA

Co-op Program  
Faculty of Applied Science

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[COOP.APSC.UBC.CA](https://coop.apsc.ubc.ca)

## EXAMPLE

### Title

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Advanced Manufacturing Project Assistant

### About Our Company

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Our company is redefining our industry and developing unique solutions to the world's pressing climate problem. By enhancing efficiency, and thinking outside of the box, we believe that we are able to put smart ideas to work. We believe good ideas come from all levels of the organization, and are keen to ensure everyone has a voice at the table, even our co-op students! Our values are Ingenuity, Integrity, and Collaboration and we live and breathe these every day.

### Why our Company

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In addition to working on cutting-edge technology for an issue that impacts us all, co-op students have the opportunity to level up their skills from some of the best and brightest minds in the business. Located in North Vancouver next to some of BC's best mountain biking and hiking trails, we offer monthly co-op networking opportunities with our senior leaders, social outings, and taco lunches when we hit manufacturing milestones. We love our co-op hires, with many of them returning to our organization upon graduation!

## BEST PRACTICE

*Avoid using a generic job title such as "Co-op Student" or "Engineering Co-op". Use a job title which is reflective of the student's work. This will stand out on the student's resume, and can be leveraged for future work terms.*

*This is a great opportunity to summarize what your organization's purpose is and how a co-op student will make a difference. Do not skip this key piece of job description information! Students are keen to work for companies with similar values, and this is a great place to pitch your company to the student.*

*This is an opportunity to showcase some additional benefits/opportunities of the company and job. These can be professional development opportunities, or simply showcasing the beautiful landscape and available lunch spots nearby. If you are recruiting co-op students to support a long-term hiring strategy, don't forget to include that in your job description.*



## EXAMPLE

### Responsibilities

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- Assists in designing, developing, implementing and troubleshooting new and existing manufacturing processes
- Assists in designing, specifying and commissioning tools, jigs, fixtures and tests
- Identifies and justifies projects to improve manufacturing capability, yields, productivity and capacity
- Develops shop floor work instructions/builds sheets, processes flow and quality control documents
- Presents findings or solutions, as well as report results

### Job Requirements

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- Working toward a degree in Manufacturing or Mechanical Engineering
- Previous experience working with CAD
- Exposure to technical work in an industrial plant setting
- Familiarity with motorized equipment such a forklift, scissor lift, etc.
- Experience with welding, general machinery, and electrical installation
- Experience working cross-functionally in a high performing team
- A can-do attitude with the ability to learn quickly and take initiative
- Ability to adapt to changing priorities
- Comfortable working in an R&D environment
- Thrives on curiosity and experimentation

## BEST PRACTICE

*List items in order of importance, and bullet if possible. Use general neutral language (ie: the student) and relevant industry terminology. Avoid using acronyms, jargon, or slang.*

*If possible, focus on competence and not years of experience. Include core requirements as well as other competencies that will support the student in fitting into the company. Keep your requirements short and impactful.*





## Reminder

In your company's job description it is important to confirm:

- Whether the role is for 4, 8, 12, or 16 months
- If the role is in office, hybrid, or fully remote?
- Hours of work and overtime policy
- Location of work
  - Relocation assistance available (if applicable)
- Whether the student is required to have a Driver's License
- If there is anything else the student should know about the position
  - PPE Requirements
  - Lift up to 40lb
  - Transit options
  - Environmental considerations (outdoors, cold/hot environment, etc.)
- Preferred application method (via PD Portal, Employer Website, or Email)

