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: