**Writing a Job Description**

When developing a job description for an internship, consider it in three bite-sized pieces:

1. **Tasks (Duties & Responsibilities)**

* Ask what the person will do; indicate their responsibilities and tasks using specific language but avoid clutter and stick to the basics.
* Beware of detailing processes & procedures that will not make sense to the uninitiated.
* Prioritize the list so that the reader understands the key focus of the role.
* Consider what needs to be done to complete the role successfully now rather than simply regurgitating what has been done before.

1. **Talents (Attributes, Knowledge and Skills)**

* Indicate the program &/or major is required along with any specific course requirements.
* List the attributes, knowledge & skills that produce excellent performance in this role.
* It is important that Co-op students can quickly identify which of their transferable skills could be put to work in this position. (Students can be trained in certain skills while on-the-job, so consider the attributes of someone easily trainable).

1. **Trimmings**

**Company description:** Provide enough information to make the reader excited about working for the company but leave the door open for them to do their own research. Recruitment should be a two-way process & the host organization should be trying as hard as the student to make a good first impression.

**Salary range**: students are looking for competitive salaries to help alleviate their debt. Feedback from students tells us they assume that an un-stated salary indicates a low figure, whereas often it is high and the host organization is trying to avoid applications driven on salary level alone. If you’re uncomfortable advertising a salary, provide a range so that the reader can have ‘ball-park’ idea.

**How to apply and deadline for application:** Make clear what documents are required in the application package and who to apply (via email, internet site or paper). Clearly state the deadline date and time (and time zone).

**Contact name:** Make it easy for them by providing the name and title of the hiring manager to whom they should address their cover letter.

**Residency requirements:** Government positions place restrictions on hiring non-Canadians, state this clearly to reduce frustration for international students who are ineligible.

**Location of the position:** (this needs to be made very clear in cases where applications are being address to a head-office and the job location is elsewhere)

**Dates of employment:** Is this a 4 month, 8 month or 12 month term?10