## **Position Type:**

* **Check a box in JobCat to indicate whether it’s an internship, part-time job or volunteer opportunity. Reference the guide for more information about the differences between these different types of opportunities.**

## **[Job Title]**

## **Job Description:**

**Overview**

Provide a brief, 4-sentence description of the role, what success in the position looks like, and how it fits into the company or organization overall. Consider including who the intern will report to in their role. Include if the internship is paid or unpaid.

## **Responsibilities**

* Provide a bullet point list of the responsibilities and duties of this job.
* List the essential duties required to carry out this job.
* List them in order of importance.
* Use complete sentences.
* Start sentences with verbs.
* Use the present tense.
* Use gender neutral language.

**Qualifications:**

## **Preferred Skills**

* Provide a bullet point list of the qualifications that are necessary for someone to fill this position.
* Experience.
* Specific skills or majors that are preferred.

## **Required Skills**

* Provide a bullet point list of the qualifications that are required for this role.
* Stick to qualitative skills that students will have such as strong written skills, strong grammatical skills, customer service skills.

**Location:**

* Add in the city and state. If it’s remote be sure to note that here.

**Salary Level:**

* Note if it’s hourly or salary.

**Hours Per Week:**

* Include the average amount of hours per week.

**Application Instructions:**

* Check a box to show if students should apply via email, online or through another format.
* Determine what students need to submit for their application (ex: resume, cover letter, writing sample, etc.)