

Writing Effective Position Descriptions

- Purpose**
Describe the purpose of the position and the particular contributions to the organization's overall mission.
- Tasks**
Clearly and concisely communicate the fundamental responsibilities and tasks of the position.
- Engage and excite**
Engage and excite the potential applicant. Why is it great to work for your organization?
- Outcomes**
Explain the expectations regarding outcomes of tasks/projects performed and completed.
- Qualifications and criteria**
Outline the physical and mental requirements, as well as required academic major, minimum GPA, class standing (first-year, sophomore, junior, senior, alumni), and any technical or job specific skills the intern would need to work successfully. Avoid qualifications and criteria that are too narrow and therefore limit the number of candidates who meet your requirements.
- Duration and hours**
Specify the length of the position and required number of hours per week.
- Compensation**
Clearly explain whether the position is paid or unpaid and the payment structure (e.g. salary, commission, etc.). If the position is unpaid describe any additional benefits provided (e.g. a free parking pass, mileage reimbursement, etc.).
- Training**
Describe any training that will be provided.
- Application process**
Explain the application process including instructions on application materials required (resume, cover letter, etc.), to whom and how they should be submitted, the application deadline, and who will be responsible for making the hiring decision.