



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: