Below is a template to help you write a job, internship, and or project description for a position at your organization. We hope you use this to recruit top Torero talent! Please reach out to us at careers@sandiego.edu if you have any questions.

- **Company or Organization Name**

- **Brief Company Description**

- **Job, Internship or Project Title** (e.g., Marketing Intern)

- **Location(s) of Position**

- **Potential Start Date, Target Starting Time**

- **Description of Responsibilities**
  - Scope of work, including the issues, challenges, opportunities, decisions, etc. that need to be addressed
  - Ongoing responsibilities
  - Final deliverables

- **Qualifications or Competencies**
  - Required/preferred education level, previous experience
  - Required/preferred knowledge, skills, and abilities

- **Timeline, Duration, Hours per Week**

- **Compensation** (hourly rate, salary, stipend, unpaid/for credit)

- **Work Authorization Required** (US citizen/permanent residents only, international students)
  - Are you willing to hire candidates that are temporarily authorized to work for a defined period in their field of study? (e.g. for a job/internship under OPT/CPT)
  - Would you sponsor a long-term work visa for the right candidate?

- **Deadline to Apply**

- **How to Apply** (link, where to send materials to, apply via Handshake)

- **Interview Process** (number of interviews, types of interviews, etc.)

- **Hiring Timeline**

- **Point of Contact** (name, company contact info, indication if you are open to direct student contact/follow-up)