



UNIVERSITY OF SAN DIEGO CAREER DEVELOPMENT CENTER

JOB, INTERNSHIP & PROJECT DESCRIPTION TEMPLATE

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)