

# 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](mailto:careers@sandiego.edu) if you have any question.

### **Company/Organization**

#### **Brief Company/Organization Description**

**Job/Internship/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/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)

**Application Materials Requested** (e.g., resume, cover letter, writing sample, transcript, etc.)

**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)

