



TIPS FOR WRITING EFFECTIVE JOB AND INTERNSHIP DESCRIPTIONS

THE ANATOMY OF A WELL WRITTEN JOB DESCRIPTION

- Title of the position
- Organization name and a brief company description
- Overall responsibility (the “why” of the job)
- Key areas of responsibility (the “how” of the job; tasks and duties)
- Qualifications: The skills, attributes, and/or credentials needed to perform each task, including:
 - Necessary education- degree, major, etc.
 - Skills
 - Experience
- Terms of employment:
 - Part-time, full-time, temporary, seasonal, etc.
 - Desired start date
 - Required schedule-hours/days
 - Compensation/pay rate
 - Geographic location
- Application instructions, including:
 - Method (resume, application, etc.)
 - Required documents/information
 - Deadlines
 - Contact person and contact information

TIPS

- Don't rely solely on a job's history as you're putting together a job description for today. Focus instead on what the job needs to be in light of the organization's current needs and long-term objectives.
- Use specific language. For example:

Too General	Specific
Computer literate	Proficient with Microsoft Word, Excel, QuickBooks
Good communication skills	Ability to communicate technical information to a nontechnical audience
Handles administrative chores	Receives, sorts, and files monthly personnel action reports

Warning! A job description is generally regarded as a legal document. Any reference to race, color, religion, age, sex, national origin or nationality, or physical or mental disability is illegal.