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:

<table>
<thead>
<tr>
<th>Too General</th>
<th>Specific</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer literate</td>
<td>Proficient with Microsoft Word, Excel, QuickBooks</td>
</tr>
<tr>
<td>Good communication skills</td>
<td>Ability to communicate technical information to a nontechnical audience</td>
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<tr>
<td>Handles administrative chores</td>
<td>Receives, sorts, and files monthly personnel action reports</td>
</tr>
</tbody>
</table>

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.