



Cooperative Education & Internships Program

Writing a Strong Job Description

A well-written co-op job description is a key piece in the recruitment process. Relate to your student audience. Introduce students to your company culture, mission and community.

Consider including the following:

- How the co-op employee's role will support your mission
- The co-op employee's tasks and responsibilities
- Required skills and level of experience (This should reflect appropriate expectations for a student, as opposed to a full-time, seasoned applicant.)
- Training that will be provided
- To whom the co-op employee will report to and with whom he/she will work directly
- What the co-op employee can expect in terms of the work environment/climate (for example, fast-paced or low-key, independent work or part of a team, deadline driven or lots of time for creativity, etc.)
- Opportunities for creativity and learning
- Takeaways – the skills, experience, exposure, projects completed (or contributed too) and knowledge of the industry the student will gain
- Perks that are part of a co-op experience with your company (for example, fun and/or unique work environment, flex schedules, social and networking opportunities, volunteer experiences, access to a health facility, etc.)