

Internship Jobs For Students

Job Description Template



—SINCE 1984—
RICHMOND
COMMUNITY COLLEGE

Job Title:

Reports to:

Provide a brief description of the general nature of the position; an overview of why the job exists; and what the job is to accomplish.

Job Purpose:

List the primary job duties and responsibilities.

Duties and Responsibilities:

State the minimum qualifications required to successfully perform the job. These are the qualifications that are necessary for someone to be considered for the position.

Qualifications:

If the job requires a person to work in special working conditions, list them below. Special working conditions can include working outdoors, in the evenings, and so forth.

Working Conditions:

If the job is physically demanding, list what is required below. A physically demanding job is one where the employee is required to stand for extended periods of time, lift heavy objects on a regular basis, do repetitive tasks with few breaks, and so forth.

Physical Requirements:

Working Schedule:

Hours per day/week:

Salary Range:

Direct Report(s)/Supervisor(s):

Time/Date Range:

(i.e. 30 days or Jan. 1-May 2, 2016)