

# Internship Jobs For Students

## Job Description Template



—SINCE 1984—  
**RICHMOND**  
COMMUNITY COLLEGE

**Job Title:**

**Reports to:**

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*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:**

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*List the primary job duties and responsibilities.*

**Duties and Responsibilities:**

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*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:**

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*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:**

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**Working Schedule:**

**Hours per day/week:**

**Salary Range:**

**Direct Report(s)/Supervisor(s):**