

Job Description Template

Organization Name	
Organization Website	
Co-op Job Title	
Location (City, Province)	
Is this position remote?	<input type="checkbox"/> Full remote <input type="checkbox"/> Partial remote <input type="checkbox"/> In person <input type="checkbox"/> TBD
Wage	Per hour/month/year (if known). If you are unsure of the applicable wage for the position for which you are hiring, the Co-op Program Office can assist in providing general industry standard ranges.
Number of hours per week	(Minimum required is 30)
Start Date	Month, year
End Date	Month, year
Duration	Please specify: 4, 8, or 12 months
Organization's COVID Statement	Please add any official statement related to the current COVID situation, restrictions or H&S plans in place at your organization, if applicable.
Organization's Workplace Culture / Equality Statement	
Organization Overview	
Job Overview	Short description of the purpose or scope of the job, project, work environment, etc.
Job Responsibilities	
Student Learning Opportunities	Please briefly describe how this role will contribute to the candidate's professional growth and help your organization achieve its goals.
Qualifications / Skills	Must have: Preferred:
Preferred Degree / Disciplines	Completion of 3rd year in X discipline(s), if there is preference
Position subject to funding approval	<input type="checkbox"/> Yes <input type="checkbox"/> No
Canadian citizen or Permanent resident required	<input type="checkbox"/> Yes <input type="checkbox"/> No
Requested Documents	Please specify if Cover Letter, Resume, Unofficial Transcript are required
Posting Date	Date
Closing Date / Application Deadline	Date
Application Receipt	Name and Email Address to send applications