

How to Create a High Quality Job Description

stepup

1 Job Title: **Community Relations Intern**

Hours per week: 30

2 Job Description: Participate in a formal **internship program** which includes performing various assignments to become familiar with the organization and gain basic work experience. Work assignments are **supplemented** with a 1-on-1 career Q&A conversation, professional development training, self-study assignments, workshops and volunteer service in the community.

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- Community engagement tasks **to include** managing volunteer projects and helping to coordinate and present Wells Fargo's signature financial education curricula, Hands On Banking to the community.
 - Public Relations tasks **to include** creating internal news stories that highlight Wells Fargo in the community and attend meetings and conferences with local nonprofits.
 - Office administration tasks **to include** data entry and appointment scheduling.

5 Skills Preferred: Organization; Attention to detail; Ability to take direction; Ability to work with a team.

1 Specific internship title

The job title should appeal to the intern, while also relating to the job role. In the example above, "Community Relations Intern" works because the candidate is interning with the community relations department.

2 State that it's an internship role

The Step Up intern perceives the job as higher value when they understand this experience is shaped around learning and skills building. Job descriptions should include learning objectives and key takeaways.

3 Support structure

A new work environment can be intimidating to anyone, so it's critical that supervisors explain how they plan to support the intern throughout the internship. Providing a mentor is one way to show support for the intern and is strongly encouraged for every internship.

4 Breakdown of job role and tasks

Details about the job tasks should be clearly outlined in the job description. A breakdown of job tasks will give the intern a deeper understanding of what assignments they will be expected to work on. In the example above, the job roles were broken down into smaller tasks.

5 Related to soft skills

Focus on the soft skills that you would like for the job. Keep in mind that Step Up interns will be learning some of these skills on the job. In the Step Up online Job Description form you can then indicate other desired hard skills.



Tips for Developing High-Quality Job Descriptions

- Be specific in your job description. This helps ensure a more accurate placement and also manages expectations over the summer.
- Pick one or two substantive projects for the intern to work on throughout the summer, combined with day-to-day tasks as they arise.
- Create challenging and interesting jobs by thinking about skills critical to success in your field. Then develop projects that help your intern explore and develop those skills.
- Choose projects that require little supervision after initial training.
- Talk to previous Step Up supervisors, attend a training or set up a meeting with your Step Up contact to learn best practices.



Questions to ask yourself

- What job types align with departments in our organization? For instance, a hospital might have health services jobs along with marketing, IT, and business management and administration jobs.
- Can our workplace replicate a summer internship experience similar to the one listed in the Step Up Job Description Library?
- Will this job description help Step Up staff match the right candidate to the position? Does the staff have enough information to do this?

