Position Description Outline

Company Background:
Use this section to sell your organization. What sets the organization apart and makes it an enticing place to work? The description can include:

- Expertise of the organization and activities for which the organization is known
- Organization's values, goals, and mission
- Location of headquarters and other offices
- Organization's global impact
- Organization's size (number of employees, offices and revenue generation)
- Organization's rankings and awards
- Social impact of the organization and the organization's commitment to ethical standards
- Organization's culture
- Corporate Website

Position Description:
Use this section to sell the position. Emphasize the most important competencies required for the position by referencing them in relation to the position. Some questions you might want to consider:

- How will the candidate contribute to the greater purpose of the organization? Where do the position and organization’s goals align?
- How can the candidate be successful in this role?
- How would an ideal candidate contribute to the workplace/ department/organization?
- Overview of essential duties with which the candidate will be tasked. (e.g., The ideal candidate will excel in relationship management and multi-tasking, as he/she will be managing up to 50 client accounts at one time.)

Responsibilities:
Use this section to provide the most relevant and important tasks on which the candidate will be evaluated. A best practice for this section would be for an employer to provide a bulleted list of responsibilities.

- The list of tasks should include competencies the candidate will need to successfully perform these tasks. (e.g., Regularly communicate with clients regarding advertising needs, ensuring satisfaction and effective account management, while maintaining a client caseload of 50.)

Requirements:
Use this section to emphasize skills and qualifications that you are seeking in an ideal candidate. A best practice would be for these skills and qualifications to be individually bulleted.

- Degree level and number of years of experience
- Technical skills required for success
- Soft-skills required for success (e.g., relationship development; time-management; ability to prioritize tasks)

Application Process:
If you do not want to collect resumes through Hire-A-Niner, please be specific as to how you would like students to apply for your opportunity.

*Adapted from Sauder School of Business