

Best Practices: Writing a Description for your Community Service Fellowship Role

A job description summarizes the essential responsibilities, activities, qualifications, job location, skills needed for a role and describes the type of work performed. Below are several things to include:

- Company mission, and brief statement on company culture
- Specify to whom the position reports
- Job title
- Job summary
- Responsibilities and duties: outline the core responsibilities of the position and highlight the day-to-day activities of the position
- Qualifications and skills
 - Include a list of hard and soft skills
 - The job description should specify education, previous job experience, certifications and technical skills required for the role
 - You may also include soft skills, like communication and problem solving, as well as personality
 - Traits that you envision for a successful hire; it is important to identify the must-haves vs nice-to-have skills and qualifications for the role to encourage a more diverse set of candidates to apply
- Salary and benefits: Include a salary range if possible
- If possible, list additional benefits such as, flexible hours, medical, dental and vision coverage, and tuition reimbursement etc.
- Start and end dates, including daily time commitments. Please note, CSFP is meant to be a 10-week, full time commitment.