

SAMPLE JOB DESCRIPTION
INSERT ORGANIZATION NAME
INSERT ORGANIZATION LOGO

Position: "Name of Available Position"

Duration: "Start and End date"

Requirements: Education (High School,
CEGEP, University
Student) Certifications
Employment Skills
Registered for the KSSEP

Responsibilities: Explain what the student will be responsible for; the tasks and duties.

**Wage Rate
& Duration:** Indicate which wage rate and duration will be offered for this position.
Allowable rates and durations are outlined in Section 10.0 of the
information packages.

Work Schedule: Indicate which days of the week and which times of the day the student
will work (i.e. Monday to Friday,
8:00 am to 4:00 pm / 32 hours per week).

Deadline to Apply: Please provide enough time for students to apply.

Please forward your application to:
Name of the person the student should direct application to
The business / organization this person represents
Address
Phone Number / Fax
E-mail address