
USF Co-op Position Description Outline

Businesses can build or upload their position descriptions in Handshake. This outline is an example of what we both require and recommend be included in a Co-op position description at USF.

Organization's Contact Information (Required fields in Handshake)

ABC Business

Address

Employees

Industry

Pay Range

Description of Co-op (Required)

A brief description of your company or organization (are you especially known for a particular concept or service? Won awards recently? Have an incredible office set up?)

Brief description of the position itself (fast-paced work? Methodical and detail-driven responsibilities? High-profile projects?).

Length of Co-op (# of weeks, # of hours per week, and expected minimum # of semester commitment)

****We recommend putting a statement in that you expect the student hired for your Co-op positions report their hires to USF's Co-op program Coordinator and register for the official Co-op Course. If this is something your company is interested in we can provide a blanket statement to include in your posting.**

Co-op Learning Objectives/Responsibilities (Required)

The description of duties should be responsibility and project focused, with tasks involved with those areas representing transferrable skill set clusters as opposed to isolated tasks. Categories of what might be included in the position description:

- Learning Outcomes/Responsibilities: these are the things that the student will learn about as part of day in-day out operation of the business, relating to the work-flow and services of the organization
- Projects: projects can be activities that the student has leadership of or participates as part of a team.
- Competencies: Skills sets built within clusters that may be specific to an industry, organization, or role.
- Special qualifications: (The skill sets the student needs to possess – such as proficiency with MS Excel.)

Transferrable Skill Development Areas (Optional, but suggested)

What skill sets will the student develop as part of the experience that will build their resume/portfolio (data management, customer service, etc.).

Training and Development Opportunities (Optional, but suggested)

What type of training or professional development opportunities does your company offer (HR training, on-the-job training, meetings with leadership, project presentations, etc.)

Other requirements of the position (Optional, but suggested)

Physical requirements, Travel, Attire (e.g., business casual, business professional, etc.):

Qualifications (Required fields in Handshake)

- Allowed School Years
- Allowed Majors (to share your position with more students, consider multiple majors that could meet the skill sets required for your position).
- Department/Major/Career Focus: (E.g., accounting, sports marketing, business management, etc.)
- Work Authorization