Western Washington University

Job or Internship Description: Minimum Requirements

Employer Name

Employer Description
- Two or three sentences describing the organization

Employer Website (if you have one)

Job/Internship Title (Position Title)

Job/Internship Description (Position Description)
- At least three or four sentences or bullet points about key tasks and responsibilities

Job/Internship Location (City, State)

Hours per Week

Duration

Pay/Salary
- Paid/unpaid at minimum, ideally a rate or range (i.e. $12-14/hr.)

Qualifications
- Basic skills or qualifications required or preferred for the position

Application Instructions
- By email, via company website, via university website, etc.
- Required materials (resume, cover letter, transcripts, etc.)

Expiration Date (deadline to apply)