

SAMPLE DESCRIPTION OF STUDENT POSITION

Student Position Title: **Student Associate**

Company Industry: **Engineering**

Address of Primary Work/Study Location:

3625 24th Street

San Francisco, CA 94110

Supervisor 1

Name: Jane Doe

Title: Assistant City Engineer

Phone: 415-555-1234

Email: janed@samplecompany.com

If you have an additional supervisor, please complete:

Supervisor 2

Name:

Title:

Phone:

Email:

Primary Responsibilities:

- Update city infrastructure inventory lists
- Data entry for the city's backflow prevention program
- Scan and record documents using various digital storage programs
- Prepare exhibits for public purpose or for documenting resources in the department
- Assist in responding to general inquiries or communications via email, social media, or website
- Assist the Engineer with various other administrative tasks

Please share the desired characteristics and skills of your Student Associate(s):

- Verbal and written communication skills
- Solve problems independently with some direction, ready to ask questions as needed
- Works effectively in team environment
- Positive attitude and good work ethic
- Demonstrates drive to achieve goals