

# Creating a Strong Co-op Job Description

Creating university co-op program job descriptions is similar to writing standard job descriptions, but additional information can help your position attract a strong candidate pool. Start with the basics:

## Job Title

- Generic job titles are likely to attract a broad scope of applicants (e.g. Electrical Engineering Co-op)
- More specific job titles are likely to draw candidates with focused interests and can offer more detail as to what the position will entail (e.g. Software Test Engineering Co-op)

## Location of Work

Necessary Competencies/Required Skills (e.g. technical skill(s) proficiency, knowledge of specific processes)

## Description of the Role and Responsibilities

- Describe the work or the specific project(s) the student will embark on, and expected outcomes affiliated with this work.

Compensation – Refer to the “Employer Terms of Agreement” download for details

Dates (approximate start and end dates)

- For 6 month co-ops, these typically will follow the below schedule options to align with academic semesters:
  - January – June
  - June/July - Dec

Next, list additional information specific to the co-op objectives or additional benefits:

- **Tie-Ins with Academic Training** – For example, for a Marketing Co-Op student, the tie in could be as follows: *This assignment will support student understanding of how marketing concepts are applied in real-world situations. Students will work with marketing professionals on the “five P’s” — product, price, promotion, place, and people.*
- **Student benefits** – Outline what benefits the student will receive from this opportunity. Focus not only on tangible benefits (such as housing stipends, professional development opportunities, on-site gym, etc.), but also think about hands-on experience and valuable skills they will obtain.

Sample Job Descriptions:

## Job Description Sample 1)

### **Software Engineering Co-op**

#### **COMPANY SUMMARY**

Your company description here.

#### **YOUR ROLE ON THE TEAM**

You will be responsible for helping develop software throughout the entire span of our projects. You will work on UI/UX implementation, core front-end features, the core back-end engine, various scripting and utility requirements, and testing infrastructure. By the end of this co-op experience, you will be able to...

### **KEY QUALIFICATIONS**

- Experience in C++, C#, and scripting languages like Python.
- Solid understanding of object-oriented programming and data structures.
- Thrive in a collaborative environment and can clearly communicate across many teams.

### **DESIRABLE QUALIFICATIONS**

- Familiarity with computer graphics, advanced geometric concepts, and spatial data.
- Strong mathematical background.
- Familiarity with embedded C/C++ and Real Time Operating Systems.
- Involved in relevant activities and projects beyond the classroom.
- Willingness to learn additional skills and technologies independently.

## Job Description Sample 2)

### **Electrical Engineering Lab Assistant Co-op (SCADA & Analytical Services)**

#### **Job Summary of Roles and Responsibilities**

(Company name) is currently seeking a talented electrical engineering student for a summer through fall co-op experience. The successful applicant will assist in implementing supervisory control and data acquisition (SCADA) systems for (specific name) laboratory. The laboratory conducts research on.... The lab functions as a test environment where clients can explore next-generation digital substation technology. Activities will include one or more of the following:

1. Data Acquisition: (with extended description)
2. Networking and Communications: (with extended description)
3. Logic and Control Systems: (with extended description)
4. Installation and Wiring: (with extended description)

#### **Required Education/Experience**

- Pursuit of a Bachelor's degree in electrical engineering from an accredited university
- Successful completion of sophomore level courses in AC and DC electrical circuit analysis and electrostatics
- Candidates must be legally authorized to work permanently in the U.S. without the need for work sponsorship

#### **Desired Education/Experience**

- Candidate is interested in consulting engineering and the electric utility industry.
- Preference is given to applicants with any of the following: within 2 years of graduation, GPA above 3.3/4.0, electrical circuit analysis courses and/or networking and programming courses.
- Prior internship or related engineering or electrical technician experience is a plus.
- A desire to obtain EIT registration and a professional engineering license are qualifications that will be strongly considered for this position.