



## TIPS FOR WRITING AN EFFECTIVE JOB DESCRIPTION

Looking to give your job description a boost?! Below are just a few examples of details that could be added to your job description (please do not copy word for word as this sample is a shared resource). This is also not an exhaustive list, more so simply a quick guide to creatively thinking about different types of information that could potentially bring a greater awareness to your job opportunity.

### JOB TITLE SECTION

**Research Engineer (Robotics and Automation)** (Simply indicating a title, such as “Co-op Student” will typically not result in a high number of students viewing the job posting.)

### JOB DESCRIPTION SECTION

#### **Why our company**

Our company culture is focused on helping our employees enable **innovation by building breakthroughs together**. How? We focus every day on building the foundation for tomorrow and creating a **workplace that embraces differences, values flexibility**, and is aligned to our purpose-driven and future-focused work. We offer a **highly collaborative, caring team environment** with a strong focus on learning and development, recognition for your individual contributions, and a variety of benefit options for you to choose from.

#### **About the team**

Do you love pushing the limits of design to see if it breaks? Would you like the opportunity to **hone your skills at solving complex performance, scalability, and reliability problems**? Are you looking for a fast-paced start-up culture that has muscle and stability? Do you thrive in a team with strong engineers **to learn from and where all members of the engineering team**, including management are close to the code and making technical contributions? If so, then this is the right job for you!

#### **What previous co-ops have said**

(This could be a great opportunity to include one or two testimonials from any previous Co-ops that you have had work for you or the company in the past...no student names, of course, just quotes.)

#### **In this role**

In this wide-ranging role, you will be working on **custom robotics and automation, machine vision, and other advanced manufacturing technologies**, including both custom design and development and work with suppliers where candidate solutions already exist. You will be on a team that is responsible for **identifying opportunities to improve the quality, throughput, and cost of our cell and stack manufacturing**, and developing and deploying solutions. In your average week, you will:

- Execute on performance, scalability, and material reliability tests...
- Mechanical design to custom coded data analysis solutions...
- Etc.
- Etc.

### JOB REQUIREMENTS SECTION – EXAMPLE

- Must have experience with mechanical design, solidworks...
- Highly desirable skills include analytical, problem solving...
- Etc.
- Etc.

**Ready to post your job? Our online job form makes it quick and easy to post your job with our program: <https://sciencecoop.ubc.ca/employers/hire/online>.**