

 **Career Opportunity**

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| Position/Job title: ExampleNumber of Role(s): ##START DATE: Month ##, 2024END DATE: Month ##, 2024Hours PER WEEK: ##IS THE OPPORTUNTIY PAID? Yes/NoADDRESS: ExampleCITY: CalgaryProvince: AlbertaCountry: Canada | **INSERT LOGO IN THIS AREA** |
| **Organization Information**organization: Example Text**Division/Department:** Example Text**Company/Organization Description:** Include a short description to share with student candidates about your organization. It may be good to include information on your sector, industry, size, founding date etc. as well as information about your purpose, mission, vision, values etc. (Optional) Link to Company Website or LinkedIn: - can help provide further information and background research for the candidate.  (Optional) You may want to include your EDIA statement and if you have specific diversity initiatives related to talent attraction, please include that information here. |
| **Job site:** Pick one: On-site / Remote/Hybrid**Job Location Type:** Pick one: Public building / Office / Working from home / Co-working space / Private Residence / Other (please specify) |
| **The Role****About the role:** this can be a high-level description/overview/focus of the role – perhaps why the role is needed (purpose) and the main areas this person will support with**Responsibilities:**Provide an overview of the day-to-day responsibilities, tasks and perhaps projects (if applicable). Bullet form is helpful for capturing in a concise way.**(Optional, & highly encouraged) Salary Range**: $xx,xxx to $xx,xxx per year or $x.xx to $x.xx per hour. |
| **Qualifications****Academic Program:** Ex. Marketing / Computer Science / Communications / Engineering**Target Education Level:** Pick From: Any /Diploma / Bachelor / Master / Doctorate**Year Level of Student:** Pick from: Any / Early (First-year) / Mid (2-3rd year) / Late (4th year or close to graduation)**Competencies, skills, and experience:** indicate the competencies, skills and experience you are looking for in a candidate. From a student perspective, we recommend focusing on skills vs experience. *Excellent attention to detail and communication skills* *Analytical with strong organizational skills**Experience working with a collaborative team**Experience working with MS Office Suite (Word, Outlook, and Excel)* |
| **Application Instructions****How to apply:**Please include your resume and cover letter in your application. **(Optional)** Include any additional application instructions like: “apply via email at [email address]”, “include your portfolio with relevant work”, or “address the cover letter to [name]” **Preferred Response:** (The URL of where applications can be uploaded on your website **or the** company email address you want applications sent to)Note: In the case of an email address, provide information on how to direct their email *i.e. please send your application to* *opportunities@abccompany.ca* *with your name and job posting title in the subject line***(Optional) Applicant Tracking System URL**: **(Optional) Applicant Tracking Number:** **Deadline to apply:** MONTH ##, 2024Include any relevant next steps information you wish to include *i.e. shortlisted candidates will be contacted within X number of weeks*  |
| **Thank you**Ensure you are thanking student candidates for their interest. *i.e. We thank all student applicants for their interest but only those moving forward in the selection process will be contacted.* |