# **Job Description Form**

# Company Name:

## Brief description of the company (2-3 lines):

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## Approximately how many employees (FTE): When were you founded (YYYY):

## Job Title:

## Description of the position (responsibilities and goals):

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## Duration of position (months): Potential for permanent employment (Y/N):

## Required qualifications and experience for the candidate:

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## Desired attributes for the candidate:

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## Date when position would be available (MMM-YYYY):

## Location of the position (city): Office or Virtual-based:

## Name and contact information for the company contact:

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