

Cooperative Education Student Job Description Form

1. Name: _____
2. Job Title: _____
3. Type of organization I work for: _____

Description of My Job:

4. What is the name and title of the person to whom I report? _____

5. Do other people report to me? ____ yes ____ no.
If "yes" how many? ____
6. What is the main activity of my department or work area? _____

7. What are my specific, regular duties?
8. What experience, skill or knowledge is required to know my job?
9. What is the next job to which I might be promoted if I stay in my present line of work?
10. I am interested in this work as a career. ____ yes ____ no. Please explain your reasons below.