POSITION NAME

Overview:

2-5 sentences regarding what the student will be doing in this position to develop in the key NACE career competency skills areas that this position emphasizes experience in.

Minimum Qualifications:

- Current UCF student
- *List desired qualifications*

Additional Information:

- *Hours per week*
- *Expected dress*
- *Anything else a student who is applying should know*

Application Process:

How do they apply? Include an application timeline, if any.

Department Information:

Provide a web address link to the department's website and/or the department name.

Duties and Responsibilities:

In this section, create a bullet point list of duties and responsibilities associated with the position. Next to each duty and responsibility, list the abbreviation of the career competency associated with the listed duty/responsibility. See below for an example.

- **Example:** *Provide general administrative support, including scheduling, communication, and document management.* ***TW, CO, PP, LS***

NACE Career Readiness Competencies Abbreviation Key:

CT: Critical Thinking
PP: Professionalism
TW: Teamwork
CO: Communication

TC: Technology
LS: Leadership
CD: Career and Self-Development
EI: Equity and Inclusion

Work+