

## HOW TO WRITE AN EFFECTIVE JOB POSTING

### **JOB TITLE**

Most job seekers search for posted jobs by job title—choose a title that reflects the position (e.g., “summer research assistant” is clearer than “summer student”).

The job title should accurately reflect the role. Avoid vague or overly creative titles like or “Software Engineer” or “Code Wizard”

### **COMPANY DESCRIPTION**

Provide a brief overview of your company, including its mission, culture and any unique selling points.

### **JOB SUMMARY**

Summarize the role’s purpose, key responsibilities and how it contributes to the company’s goals.

### **RESPONSIBILITIES**

Outline the day-to-day tasks and responsibilities. Use bullet points or short paragraphs for readability. Focus on what the candidate will do in the role.

### **QUALIFICATIONS AND REQUIREMENTS**

Include any requirements around education certifications and relevant experience. Mention any specific software or tools the candidate should be familiar with.

### **SKILLS**

Mention essential skills, technical expertise and qualifications required for the position.

### **EXPERIENCE**

Specify the level of experience (e.g., entry-level, mid-level, senior).

### **INTERPERSONAL SKILLS**

Highlight any desired interpersonal skills, such as teamwork and communication abilities.

### **REPORTING STRUCTURE**

Mention whom the role reports to and any team members the candidate will collaborate with.

### **BENEFITS AND PERKS**

Briefly describe benefits such as health insurance, retirement plans, flexible work hours and any unique perks your company offers (e.g., free coffee, bicycle storage, etc.).

### **COMPANY CULTURE**

Share insights into your company’s work environment, values and team dynamics if relevant.

### **APPLICATION INSTRUCTIONS**

Specify how candidates should apply (e.g., through a website, email or application portal) and always provide the deadline to apply.

# EXAMPLE JOB POSTING 1 - Gallery position job posting

## GALLERY SUPERVISORS

**Deadline to Apply:** June 5, 2024  
**Desired Start Date:** June 14, 2024  
**Compensation:** \$25.00 Hourly  
**Duration:** Full-time permanent  
**Hours Per Week:** 35  
**Open To:** Alumni, Students

### Job Description:

**Example Gallery** is BC's first immersive art gallery, opening June 2021. We are building a passionate and creative team that learns, collaborates, and succeeds together. As an Example Gallery employee, you will have the opportunity to grow with our young company and work in a new concept environment (fusing art and technology). We are recruiting for two Gallery Supervisors full-time (35 hours/week) permanent positions. As a Gallery Supervisor, you will provide excellent customer service to ensure our guests will have the best experience in our gallery. We are looking for individuals who pride themselves in solid organizational and people skills to make sure our guests have a positive experience from the moment they arrive till their departure. It is important in this role to have knowledge of the works and the artists, and training will be provided. You also will help visitors find their way around, operate special viewing equipment and assist with other handouts or materials, including Virtual Reality experiences.

### Responsibilities:

- Overseeing and assessing customer service staff duties and providing them with regular performance-related feedback
- Strategizing and monitoring the daily activities of customer service operations
- Assisting customer service staff with duties where required
- Training staff in areas of customer service and company policies
- Managing tickets, coverage and customer flow to ensure proficient customer service
- Investigating and solving customer service complaints
- Assisting with the development and implementation of service policies and explaining these to staff and customers
- Maintaining documentation pertaining to customer service department activities
- Staff scheduling and collaborating with staff regarding scheduling options
- Maintain a clean venue and staff area
- Cater to guests who require extra attention (e.g. children, elderly)
- Answer incoming calls, reply to business emails and address customers' queries
- Performing additional duties where needed.

### Qualifications

- Proficient knowledge of customer service, and standard Worksafe regulations
- Experience in managing ticket sales/reservations
- Proficient computer skills
- Outstanding communication and problem-solving skills, both written and verbal
- Strong people skills.
- Excellent phone etiquette.
- Outstanding organizational skills, and a high level of accuracy.
- Supervisors will have graduated from High School, a recognized university or college level program, plus 2+ years of work experience in supervision or an equivalent acceptable combination of training and experience.
- Knowledge of or interest in Art History is an asset

### How to Apply

Please send your resume, cover letter to: [hr@examplegallery.com](mailto:hr@examplegallery.com), with "Gallery Supervisor" in the title of your email. Please note, only qualified candidates will be contacted.

## EXAMPLE 2 - Interaction design co-op posting

### INTERACTION DESIGN CO-OP | DIGITIZATION PROJECT

Deadline to Apply	June 20, 2020
Start Date	Mid July to Mid Dec
Rate of Pay	RA 2 rate \$20.79 / hr
Hours	Summer Term 2 - 16 hours per week (192 hours total)
Open to	Students

### JOB DESCRIPTION

#### Scope and Anticipated Activities

With the successful acquisition of a Work Integrated Learning (WIL) grant from the Ministry of Advanced Education, Skills and Labour Market Development, The Career Development + Work Integrated Learning Office is undertaking a digitization project to make the department's online career resources more accessible, interactive, robust and impactful for students, alumni, and employers. We are looking to hire a team of 3 Interaction Design students, who will be led by a Faculty member during the project through to completion.

In consultation with the Career development + WILL Office, the design team, led by the Faculty member, will be tasked with the following: : analysis of current materials, research, design development, consultation, testing, implementation, etc. to create dynamic digital career resources. Regular meetings will take place between the Career Development + WILL Office, the faculty, and the Design team up until the launch of the work. It is expected that this work will be undertaken remotely for now.

#### Responsibilities

- Analysis and data collection: research, gather and evaluate requirements in collaboration with the design team and the CD + WILL Office
- Design interactive digital resources to meet the identified objectives using storyboards, process flows and sitemaps or similar
- Prepare and present rough drafts to internal teams and key stakeholders
- Identify and troubleshoot UX/UI problems through user testing, etc.
- Identify and address any accessibility barriers for users to maximise interaction with the resources

#### Qualifications

- Experience with UI/UX or service design or design research or data visualization/infographics
- Experience conducting design research and using methodologies to engage stakeholders (interviews, surveys, A/B testing)
- Knowledge of prototyping and wireframing tools (e.g. Wireframe.cc, InVision, Adobe XD, Adobe InDesign, Adobe Illustrator)
- Excellent research and analysis skills
- Strong ability to understand service design and systems-thinking
- Strong communication and collaboration skills to work with team members and various stakeholders virtually
- Excellent presentation and visual design skills
- Good time-management skills
- Strong work ethic
- Must be in 3rd or 4th year with a GPA of 3.0 or above to qualify for WIL/co-op credits.

#### How to Apply

Email your resume and cover letter on one pdf outlining your suitability for the role to Career Development + WIL Office [creativecareers@ecuad.ca](mailto:creativecareers@ecuad.ca)

Please include links to your online portfolio or a pdf portfolio of your relevant work.

Emily Carr University especially invites those who have demonstrated a commitment to upholding the values of equity, diversity, and inclusion and will assist us to expand our capacity for diversity in the broadest sense. In

addition, to correct the conditions of disadvantage in employment in Canada, we encourage applications from members of groups that have been historically disadvantaged and marginalized, including First Nations, Metis and Inuit peoples, Indigenous peoples of North America, racialized persons, persons with disabilities, and those who identify as women and/or 2SLGBTQ+. All qualified people are encouraged to apply; however, Canadians and permanent residents of Canada will be given priority. While we thank all candidates for their interest, only those short-listed will be contacted.