Job Description template:

The firm - Description of your firm (1 paragraph):
Add some key details about what your firm does, who its clients are, a link to your careers site, etc.

Project details - What COVID-19 response project you would like the Intern to work on (1-2 paragraphs):
Describe the project you wish the intern to lead while working with your firm. This should be a business strategy related project touching on any of the aspects of strategy, marketing, finance, operations, analytics, and more. This makes it easier for the students to determine if their experience and interests align with the opportunity.

Weekly Project Commitment – Estimated number of hours per week:
Provide an “hours per week” amount. As some of our students / most of our students will be in class full-time or on evenings and weekends, not every student will be able to work normal business hours to complete the project. We anticipate most student projects will require an average of 10-20 hours / week maximum, but this can be agreed upon with the student so that expectations are clear.

Skills and Experience - Key skills and experience needed by the ideal applicant:
List the key skills and experience desired by the successful candidate for the Mitacs BSI. Additionally, add the academic target audience (i.e. undergraduate, graduate, PhD, etc.)

Notes:
- We recommend that application deadlines be set for 7-21 days
- Ensure ‘Job Type’ field is set to “Internship – Mitacs BSI”

Template for creating a Job Description at https://smith.queensu.ca/recruiting/post-a-job.php