



## **FWEP Job Description Guidelines**

**The Following Items must be included in your job descriptions using Company letterhead:**  
*(All new employers in the program must complete a job description for each different position you want advertised. All job descriptions must contain the information listed below. Employers renewing their contract should submit new job descriptions if any new business information needs to be updated or for new positions in the organization)*

- ❖ **Organization/Business Name** (*Official Name and Address on company letter head*)
- ❖ **Title of Position(s)** (*Separate Job descriptions for each different position*)
- ❖ **Purpose of student's job**
- ❖ **Student's duties and responsibilities**
- ❖ **Job Qualifications** (Please include any special skills desired, but keep in mind that for many students, this will be their first job.)
- ❖ **Briefly describe what special training and supervision the employer will provide.**
- ❖ **Minimum Wage Rate or Range**
- ❖ **Name of Student's Supervisor** (include name and phone extension)
- ❖ **How to apply for position offered, please specify that student must be eligible for FWEP as determined by Miami Dade College.**

**\*\*\*Important Note\*\*\***

**You must comply with all the requirements of the job description to be accepted for participation in the program.**