

Cooperative Education/Internships
JOB DESCRIPTION
Butler Community College

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Your job may be very structured and routine or it may be extremely varied and complex. Whatever the case, it is possible to describe your job with a list of responsibilities. If your employer does not already have such a list, it will be necessary for you and your supervisor to develop one. It does not have to be a formal company document but should contain all the major functions and responsibilities of your job.

Include your job description behind this page when your portfolio is submitted at the close of the semester.