



Sample CCR Descriptions

Student-Administered Volunteer Opportunity

Overview

CCR descriptions provide an overview of campus engagement opportunities faculty/staff/student provides to student volunteers. CCR descriptions are meant to clearly explain your opportunity to an outside audience such as an employer or admission officer. They also provide students with language they can use for their CV, cover letter, or interview. CCR descriptions are different from the description on your promotional materials.

Format

CCR descriptions should be written in sentence form with a maximum length of 500 words. Descriptions may vary in length but it is essential that they include only necessary information. Key pointers:

- x Concise
- x Written in third person (i.e. "the task is" not "in this task I")
- x Written in the present tense

Content

Each CCR description should include:

- x Roles– What are the main roles of the position?
- x Responsibilities– What are the main duties and responsibilities of the position?
- x Skills– What are the main skills volunteers gain through the position?
- x Hours– What is the total number of hours involved in the position?

Below are some sample CCR Descriptions that are readily available for you to view and examine when you start to write your own.

We are always available to help you craft and edit descriptions so that they are consistent with other opportunities that appear on the CCR.

