

Student Employment Position Description

This position description is a general statement of the essential and non-essential duties and responsibilities of the student position. It contains the functions necessary to describe and clarify the position for current/prospective student employees to determine if they qualify for the job; the job is of interest to them, and whether it is related to their educational and/or career goals. Additionally, management and/or Human Resources reserve the right to add, delete or modify the duties and responsibilities contained in this position description.

Complete all fields.

Supervisor Contact Information:

Name: Title: Department:
 Phone ext.: Email: Fax:
 Division: Office Location/address:

Off-Campus Organization Name (if applicable):

Position Summary:

Job Information:

Job Title:

Job Classification (i.e. clerical, tutor, research, technical, manual, etc.):

Purpose/role of the position within the department/college or off-campus site:

Number of students needed for the position:

Total number hours needed per week (maximum 18):

Check all possibilities for work: ☐ Fall ☐ Spring ☐ Summer
(off-campus organizations are not eligible to hire students during the summer period)

Check all possibilities for work: ☐ Remote/Virtual ☐ On-Campus ☐ Both

Work Schedule (specific days and/or hours student(s) should be available) if applicable:

Responsibilities and Duties:

1. Essential Functions of the Job

2. Non-Essential Functions of the Job:

Qualifications:

Pay Rate: The wage structure is standardized with a set rate based upon current minimum wage.

Additional Information:

Confidentiality: Must maintain strict confidentiality of employee and/or student records and in the performance of duties whenever applicable.

Machines, Tools, Equipment, Electronic Devices and Software:

Physical Activity/Effort:

Mental and/or Visual Demand:

Environmental Conditions:

Contact with Students:

Contact with Faculty and/or Staff:

Contact with Community and Vendors:

Additional information and/or details:

Date Developed:

Developed/Approved By: (Supervisor Name/ Job Title)