

## 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 reserves the right to add, delete or modify the duties and responsibilities contained in this position description.*

## Supervisor Contact Information:

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

**Off-Campus Organization Name:** \_\_\_\_\_

## 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 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)