STUDENT EMPLOYMENT POSITION DESCRIPTION

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| --- | --- |
| **Job Title** |  |
| **Student Employee Name** |  |
| **Supervisor Name** |  |
| **Supervisor Title** |  |
| **University Department** |  |

**A. POSITION SUMMARY**

What will the student employee be doing in this role?

**B. REQUIREMENTS:**

Include any requirements for the position such as minimum GPA, ability to lift heavy objects, successful completion of a certain course with a certain grade, etc. All student employees are required to be students in good standing (not on academic probation).

**C. SKILLS KNOWLEDGE AND ABILITIES**

Describe the skills, knowledge, and abilities that are essential for successful performance of this position. List them in descending order of importance.

**D. PHYSICAL CHARACTERISTICS/WORK ENVIRONMENT**

Only when applicable, please describe the physical characteristics or adverse/hazardous conditions of the essential job functions.

**E. ADDITIONAL JOB-RELATED INFORMATION**

Please include any other comments that would add to an understanding of this position.

**Employee Signature Date**

**Supervisor Signature Date**