



# Student Employment

## POSITION DESCRIPTION FORM

**Job Code:** \_\_\_\_\_  
(For HR/Student Employment use only.)

This form must be completed with all requested information and must accompany any Student Employment Position Authorization Form submitted to the Student Employment Office. Attach separate sheet to provide additional information.

**Position Title** \_\_\_\_\_

**Department Name** \_\_\_\_\_ **Dept. #** \_\_\_\_\_

**Supervisor** \_\_\_\_\_ **Phone #** \_\_\_\_\_

**Office Location: Building Name** \_\_\_\_\_ **Room #** \_\_\_\_\_

**Office Hours:** \_\_\_\_\_

(This person will be the Applicant's contact for scheduling interviews, etc. Office hours should indicate time the Applicant would be most likely to reach Supervisor for a status update.)

**Function/Description of the Position:** (Indicate general description of the position.)

**Duties & Responsibilities:** (Include such things as operation of equipment; use of chemicals; lifting requirement; supervisory duties, requirement to drive, etc.)

**Minimum Qualifications to perform the duties of the position:** (List general and specific requirements, such as computer skills with knowledge of Microsoft Word. List such things as previous experience; education; if Applicant must submit to background check; licensure/certification required. If work is of a confidential nature, list requirement of confidentiality.)

**Work Schedule:** (Indicate all time slots Supervisor expects to have a Student Employee on duty in this position.)

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Morning							
Afternoon							
Evening							

\_\_\_\_\_  
*Signature of Person Completing Form*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature of Student Employment Representative*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature of Student Employee*

\_\_\_\_\_  
*Date*