

Position Description created/updated date _____

Department Name: _____

Job Title for this Position _____

Major duties and responsibilities of this position:

Computer skills required to perform the duties of this position:

Research/laboratory skills and knowledge/coursework required to perform the duties of this position:

Communication/teaching skills and knowledge required to perform the duties of this position:

Physical requirements to perform the duties of this position:

Certifications required to perform the duties of this position:

Special working conditions required to perform the duties of this position (travel, late hours, outdoor work, etc.)

Educational level required to perform the duties of this position:

Freshman ☐ Sophomore ☐ Junior ☐ Senior ☐ Graduate Student ☐

Does this position require a background check?

(If Yes, contact Human Resources)

Yes ☐

No ☐

Does this position supervise other student employees? Yes ☐

No ☐

Select the Job Class that corresponds to the level of responsibility for this position:

Basic Level Job Class 1: Minimal (if any) prior knowledge or training required; Training provided; Routine responsibilities; Follow well-defined policies and procedures; May have access to confidential information; Independent judgment is limited; Close and direct supervision.	<input type="checkbox"/>
Intermediate Level Job Class 2: Prior relevant course and/or work experience required; Assignments require special knowledge or skills; Technical or research skills may be required; May have supervision responsibilities on a limited scope; May have access to confidential information; Some independent judgment; Moderate supervision provided; May require a significant amount of physical exertion, adverse hours, or working conditions.	<input type="checkbox"/>
Advanced Level Job Class 3: Requires specific and unique competitive job market skills; Completion of specific relevant courses and/or work experience required; Assignments require advanced knowledge, skills or abilities; Demonstrated ability to perform the job duties; May serve as a leader or trainer to student staff; May have access to confidential information; Independent judgment and decision-making - makes formal recommendations; Limited supervision provided - seeks guidance as necessary; Extensive problem-solving skills	<input type="checkbox"/>
Highly Specialized Level Job Class 4: Reserved for highly specialized, technical, or scientific positions; Graduate student with earned bachelor's degree or 3rd- or 4th-year undergraduate student with significant equivalent experience with substantially relevant skills required; Completion of specific relevant courses and/or work experience required; Demonstrated ability to perform the job duties; May supervise projects and/or other student staff; Independent judgment - makes formal recommendations, uses high-level decision-making; Performs complex data analysis and decision-making in design, experimentation, and construction; High levels of confidentiality; Interpretation of complex policies and procedures; Advanced written and oral communication skills; Supervision provided as needed.	<input type="checkbox"/>

Refer to online [Job Class | Pay Range Chart](#) to determine hourly wage rate for this position: \$ _____

- For every position created, retain completed Position Description form(s) in your department for audit purposes.
- The job posting in Handshake must match the Position Description in all respects.

Person completing this form:

First & Last Name _____

Email _____

Review Student Employment policies, procedures and protocols at <http://career.wright.edu>

[Job Postings & Student Eligibility](#)

[Hiring Process](#)

[While On The Job](#)

[Separate, Terminate, Verify](#)