

Student Leader Job Description Form

Please complete this form for each new student position your organization is requesting for the 2010-2011 academic year. You may use as much space as needed. Please type. This form is available at <http://www.wright.edu/studentactivities/studentorgs/sobc.html>

1. Title of Position: _____
2. List all routine, usual, and expected responsibilities, including the average amount of time per week required to complete the responsibility or activity.
3. List specific skills required to complete job responsibilities.
4. Number of quarters of commitment/work expected during the academic year. Is summer employment required?
5. Minimum number of hours per week expected/required.
6. Definition of the constituency represented (if applicable).
7. Who supervises, monitors the work of, and/or approves actions/expenditures of this leader?
8. Please list specific information about the level of independent judgement/decision making required and budgetary responsibilities.
9. Minimum GPA, academic standing, or student status requirement.