

Date _____ Department _____

Immediate Supervisor's Name _____ Phone Number _____

Student's Job Title _____ Length of Employment _____

Work Location _____

Please describe major responsibilities.

Please list any computer skills required to perform the duties of this position.

Please list any research/laboratory skills and knowledge/coursework required to perform the duties of this position.

Please list any communication/teaching skills and knowledge required to perform the duties of this position.

Please list any physical requirements needed to perform the duties of this position.

Please list any certifications required to perform the duties of this position.

Please list any special working conditions required to perform the duties of this position (e.g., travel, late hours, outdoor work, etc.).

Please list any supervisory responsibilities of others that this student employment position requires.

Please check the educational level required to perform the duties of this position.

Freshman Sophomore Junior Senior Graduate Student

Please check the level of responsibility for this position.

Routine duties Some independent action Frequent independent action

Routinely works independently and makes independent judgments

Works independently, may include expectation of high levels of confidentiality

Please describe the level of responsibility.

Please check the level of supervisory provided to the student employee.

Close and direct supervision Moderate supervision of assigned tasks Minimal supervision of assigned tasks

Guidance provided by supervisor Consultation with supervisor

Please explain the level of supervision provided.

Summarize other details of the position that have not be addressed above.

The following questions must be answered.

Does this position require a credit check (handling cash)? Yes No

Does this position require a criminal background check? Yes No