

# FOR WRIGHT STATE UNIVERSITY STUDENT EMPLOYMENT

## REQUIRED INFORMATION for POSITION DESCRIPTION, JOB POSTING, HIRING

- Form = 4 pages
- This information is required by a) federal regulations; b) job posting; c) Docusign during hiring process.
- First: select "Save As" to save a blank copy to your computer, with date and position title in the file name.
- Next: after "Save As," fill out the form fields on all three pages and Save.
- Retain a copy of the completed form in the hiring department records, to present for future audits.
- Update with a new form as needed and add the updated form to the department record.

### HIRING DEPARTMENT, JOB TITLE

Name of hiring department = \_\_\_\_\_

**\*Job title for this position**

*If several levels exist for same basic title, include a numerical suffix (1,2,3, etc.), where 1 equals lowest level of responsibility. If the title is common across many positions, for example, Teaching Assistant or Research Assistant, add a suffix identifying the specific class name or faculty name with which position is associated.*

**\*Job title =** \_\_\_\_\_

### JOB DESCRIPTION

*Employment begin date is earliest start date you prefer (cannot be guaranteed as the actual start date).*

*\*\*Employment end date is department last date of need or last date of payroll period for the academic year, whichever occurs first. If end date = end of academic year, indicate in Job Description if rehire for the following academic year is possible, based on job performance.*

**Employment begin date for the position =** \_\_\_\_\_

**\*\*Employment end date for the position =** \_\_\_\_\_

**Position funding type =** \_\_\_\_\_

**Application instructions =**

**Physical location where duties will be performed (campus name, building name and room number) =**

**Name of direct supervisor =** \_\_\_\_\_

**General qualifications for the position =**

**Specific qualifications for this level of the position =**

**Purpose / role of the position within the hiring department =**

Page 2 of 4

**Responsibilities associated with the position =**

**Duties associated with the position and how they relate to the role =**

**Evaluation procedures and schedules =**

**Educational level needed to perform the duties of this position (select all that apply) =**

Freshman                  Sophomore                  Junior                  Senior                  Graduate Student

**Does this position require a background check?**                  Yes                  No

If yes, email [human\\_resources@wright.edu](mailto:human_resources@wright.edu)

**Does this position supervise other student employees?**                  Yes                  No

**Hourly rate of pay**

*Establish hourly rate of pay by referencing the Job Class and Pay Range Chart on the last page of this form. For rates established at minimum wage, update as needed to comply with mandated adjustments to the State of Ohio minimum wage rate that, if applicable, occur annually in first bi-weekly payroll period ending in the new year (affected payroll period may begin in December).*

**Hourly rate of pay = \$** \_\_\_\_\_ **per hour**

**General Address**

Choose either Wright State Dayton Campus or Lake Campus address.

If general address for this position will be different, contact [studentemployment@wright.edu](mailto:studentemployment@wright.edu)

**General address for this position =** \_\_\_\_\_

**DOES THIS POSITION PROVIDE COMMUNITY SERVICE?**

Whether performed at an on-campus or off-campus location, does this position provide service to individuals beyond Wright State, to improve the quality of life for community residents or to solve particular problems related to those residents' needs?      Yes      No

Describe community residents and needs served by this position:

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**THE FOLLOWING INFORMATION WILL BE REQUIRED FOR *DOCUSIGN*, DURING HIRING PROCESS.**

Name of timecard approver = \_\_\_\_\_

[Timecard approver code](#) = \_\_\_\_\_

Budget information:

FUND# to be billed for wages = \_\_\_\_\_

ORG# to be billed for wages = \_\_\_\_\_

Activity Code to be billed for wages (if applicable) = \_\_\_\_\_

Does this position require safety training?      Yes      No

If yes, contact Wright State Environmental Health and Safety at [ehs@wright.edu](mailto:ehs@wright.edu)

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**WHO CREATED THIS POSITION DESCRIPTION FORM?**

Name = \_\_\_\_\_

Title = \_\_\_\_\_

WSU Phone = \_\_\_\_\_

wright.edu email address = \_\_\_\_\_

Position Description created on date = \_\_\_\_\_

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For easy reference, summary Job Class and Pay Range Chart is provided on page 4.

**FOR EASY REFERENCE: SUMMARY JOB CLASS & PAY RANGE CHART**  
**For more information, visit the Student Employment information pages at**  
[http: www.wright.edu/human-resources](http://www.wright.edu/human-resources)

Job Class	Description	Pay Range
<b>JOB CLASS 2</b>	<b>BASIC THROUGH INTERMEDIATE LEVEL:</b> <b>At Basic levels of responsibility:</b> 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. <b>At Intermediate levels of responsibility:</b> 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	current Ohio minimum wage hourly rate of pay through \$14.00 per hour
<b>JOB CLASS 3</b>	<b>ADVANCED LEVEL:</b> 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.	\$14.01 through \$20.00 per hour
<b>JOB CLASS 4</b>	<b>HIGHLY SPECIALIZED LEVEL:</b> <b>Requests at this level and pay rate are subject to extra review steps by Student Employment.</b> 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.	\$20.01+

**About State of Ohio Minimum Wage Increases**

The Constitutional Amendment passed by Ohio voters in November 2006 states that Ohio's minimum wage rate shall be increased on the first day of the following January, by the rate of inflation, according to the Consumer Price Index.

If a minimum wage increase is mandated to begin on January 1, Wright State University will receive official notice in Fall semester of the year prior to the effective date of the increase. Student Employment will facilitate an automated increase to be applied to student employment positions earning below the minimum wage and will send notification of the increase and the effective date to timecard approvers.

Questions? Email [studentemployment@wright.edu](mailto:studentemployment@wright.edu)