



Student Employment Services
322 Conklin North
Phone: 419-372-2865

Fax: 419-372-0357

This job will remain on file so that you can post the vacancy as needed. In order to hire a *new* student into this position, complete and submit a Job Posting Request form. To promote a current student employee into this position, complete and submit a Change Form.

Job Position Description

Dept. ID:

--	--	--	--	--	--

 Dept. Name: _____

Job Title: _____

A. Main Purpose of the job: _____

B. Primary responsibilities or key duties of the job (tasks performed regularly):

- 1.
- 2.
- 3.
- 4.
- 5.

C. Additional duties (tasks performed occasionally):

- 1.
- 2.
- 3.

D. Basic Qualifications:

- 1.
- 2.
- 3.
- 4.

E. Additional Information:

- 1.
- 2.
- 3.

Date: _____ Hourly Wage: \$ _____ or Contract \$ _____

Authorized by: _____ Check one: New Revised

Signature: _____

Office Use Only

Date Processed:

Hire Code:	S				
Job Code:					

Instructions for Completing the Position Description

Department Code/Cost Center. Department Cost Centers (DCC) and Agency/Org translations can be found by clicking on the FMS Role Assignment links (PDF or Excel versions) under *Quick Links* section of the BG@100 Project Home Page. Department code may be further distinguished (broken down) by account code.

Job Title. The title should serve as a clue as to the type of duties that will be performed, (i.e. clerical assistant, computer assistant, courier, tutor, web page designer, cook, customer service representative). To post an existing job vacancy, refer to your department Job Index Listing.

Main Purpose of the Job. This should be a one or two sentence description of the job. For example: *To provide clerical support for faculty and staff in the School of Art.*

Primary Duties. List the key duties performed on a regular basis. Use “action verbs” to write short descriptions. For example: *Greets customers and takes phone messages. Updates on-line records and databases. Performs routine maintenance and troubleshoots equipment. Batches and delivers mail across campus. Analyzes data and prepares reports. Records equipment rentals and sets up and breaks down equipment for class and program presentations.*

Additional Duties. List additional duties that the student *may* be asked to perform or will perform occasionally. *May be required to work recruiting events.*

Basic Qualifications. These are personal qualities or skills that a student must have (or be able to learn on the job) to fill the position. It is not necessary to list items under each category, but each description should contain statements for general work characteristics and skills.

- **General work characteristics.** List qualities that reflect good work habits and attitudes, such as *responsible, dependable, respect for confidentiality, enthusiastic, trustworthy, work independently, self-directed, etc.*
- **Skills.** List skills that demonstrate the type of mental or physical performance (such as technical or mechanical abilities) that are required or that the student will be expected to learn on the job. Use words to describe the degree of expertise required such as “*familiar with*” or “*experience with.*” For example, *customer service skills, can prepare mass mailings using Microsoft Word, can proofread journal articles for compliance with APA guidelines, and can take accurate phone messages.*
- **Physical.** List any physical requirements of the job. For example, *must be able to lift 50 pounds, must have current WSI certificate, must be able to stand for two hours at a time, must pass driving test, must be able to operate light machinery.*
- **Academic.** List any course requirements, major, or requirements based on academic performance. For example, *must have completed Biology 204 with a “B” or better, must have completed at least 30 credits (sophomore level), preference given to biology majors.*

Additional Information about the Work or Work Environment. Use this item to make statements about the position or the department. Comments do not have to relate to any specific part of the description, but can be included to provide information about the position or department. For example, *must work as a team in a fast-paced office environment.*