SECTION II
CREATING A JOB DESCRIPTION

Step 1:
Click “Job Descriptions> Submit New Job Description”

Step 2:
The first field is automatically marked as “New,” and the Revised field is locked.

Step 3:
Enter the Department Number:
Using the drop-down menu, choose the 6-digit Department Number or Department Name. You can also start typing the number in the field.
### Step 4:
Enter the Job Title: This field will not be editable once SES has approved the Job Description.

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). It is recommended to use “Student” in the title and do not use any titles that already exist for classified or administrative staff.

### Step 5:
Enter the Purpose: This field will not be editable once SES has approved the Job Description.

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.*

### Step 6:
Enter the Key Duties: This field will not be editable once SES has approved the Job Description.

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.*

*Please note the formatting*
**Step 7:**

Enter the Additional Responsibilities - This field is **NOT** required and is editable once SES has approved the Job Description.

List additional duties that may change often or are tied to a specific period. For example: *Required to work Orientation dates in 2023.*

**Step 8:**

Enter the Qualifications: This field will not be editable once SES has approved the Job Description.

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.

*Please note the formatting*

<table>
<thead>
<tr>
<th>Qualifications</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Ability to speak clearly, using appropriate grammar</td>
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<tr>
<td>2. Ability to follow detailed directions and instructions</td>
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<tr>
<td>3. Ability to sort, alphabetize and organize data and forms; ability to send email messages</td>
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<tr>
<td>4. Perform basic Internet searches, and compose/edit documents using Microsoft Word and Excel</td>
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<tr>
<td>5. Must demonstrate attention to detail and maintain confidentiality of written, print and electronic records</td>
</tr>
<tr>
<td>6. Understand and apply FERPA, Fair Labor Standards and equal opportunity law</td>
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<tr>
<td>7. Must be available to work occasional evening and weekend events; attend mandatory training sessions and staff meetings; and dress appropriately in accordance with department standards</td>
</tr>
</tbody>
</table>

- **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 WAI certificate, must be able to stand for two hours at a time.*

- **Miscellaneous:** List any other requirements of the job. For example, *Must have valid driver’s license and maintain insurability to drive BGSU vehicles, Must be eligible for FWS.*
**Step 8:**
Enter the Additional Duties: This field is NOT required and is editable once SES has approved the Job Description.

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.

**Step 9:**
Choose the Compensation Type:

- **Hourly Wage**
  Indicate the base rate for hourly employees. Must be at least the current minimum wage and must use the $ sign when entering the amount.

- **Biweekly Compensation**
  Indicate the total Bi-Weekly Compensation amount. Bi-Weekly Compensation form of compensation is restricted depending on the conditions of the job. Student Employment Services must approve Bi-Weekly Compensation positions.

**Step 10:**
Choose if eligible for remote work.

If yes, visit SES website for policy information.

[Telecommuting Form for Student Employees & Grad Assistants](#)
Step 11:

Click Submit

A Job Description Confirmation page will display.

Each position will be auto assigned an ID number.

SES will review and approve the Job Description. (Allow 3 business days for approval)

*You will receive an email stating that the job description has been approved by SES*

*Job Descriptions will remain active for 5 years after approval*