Title: Student Worker

Campus:

Student Requested: College Work Study, Regular Student Worker, or Both

Job Purpose: Write one to two sentences summarizing the position and how it supports the department. Also indicate whether it is a summer or academic year position.

Job Responsibilities: List major duties and responsibilities – below is a list of sample responsibilities that your student worker may or may not be doing. Keep those that are applicable, delete those that are not and add the additional responsibilities that the student worker will be doing to make the description accurate and complete.

- Assist with answering telephones, faxing, filing correspondence, running errands on campus, stuffing envelopes and making copies.
- Greet office guests, answer questions and direct to the proper individual(s).
- Greet students and their guests and swipe them in before allowing entry into a residence hall.
- Meet with students in 50 minute time increments and tutor in Biology.
- Data entry into a Microsoft Excel spreadsheet.
- Make suggestions on how to streamline a process or task that is manual.
- Create presentations in Microsoft PowerPoint.
- Build and review packets for the department.
- Engage young children in arts and crafts, reading, music and special projects.
- Other administrative duties or special projects as assigned.

Equipment Used:
- For example: computers, fax machine, photocopier, scanner, swipe technology.

Qualifications: Below is a sample of qualifications, keep what’s applicable and delete what is not. Add any additional qualifications as well. Should include training, experience, special requirements, skills, etc.

- Experience preferred (may be for Team Leader or Event Leader type of positions).
- If particular field of study is preferred, list it.
- Familiarity with the office equipment (list equipment you prefer them to have experience with).
- Good computer skills (list programs your department uses, for example Microsoft Word or Excel).
- Excellent communication skills and detail oriented.
- The ability to handle confidential matters and to be professional.
- Ability to work well with others.
- Willingness to tackle new projects.
- Ability to work between 15 – 20 hours per week (indicate if evenings/weekends/holidays are required).
- Flexible schedule (if required).
- Travel to sites via your own transportation (if required).

Skill Development Areas:
- For example: Listening, Customer Service, Time Management, Multitasking, Communication, Intercultural proficiency, Student learning.

Unusual Physical Demands:
- For example: lifting, climbing, etc.

Please send a copy of your resume to _________________. 8/13/2012