



OFFICE OF STUDENT SUPPORT SERVICES  
STUDENT EMPLOYMENT PROGRAM

**STUDENT EMPLOYEE JOB DESCRIPTION FORM**

Is this a new student position for your department?: \_\_\_ Yes \_\_\_ No

Is this a job description update to a previous position? \_\_\_ Yes \_\_\_ No

*Please do not submit a job description if you answered "no" to both questions.*

Student Employee Position Title: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Department: \_\_\_\_\_ Location: \_\_\_\_\_

Student Employee Supervisor: \_\_\_\_\_ Position: \_\_\_\_\_

Phone Ext: \_\_\_\_\_ Fax Ext: \_\_\_\_\_ E-mail: \_\_\_\_\_

Brief Job Summary: \_\_\_\_\_

Duties and Responsibilities:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

Skills and Abilities Required:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

Other: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_