

The purpose of this form is to ensure that there are no arbitrary pay rates. Student employees must be paid within the same pay level if they are performing the same duties with the same complexity. This ensures equality in the workplace and justifies the level in which a student is hired. Departments must keep a record of all work study job descriptions to comply with federal regulations and to continue to receive annual funding.

Section I

Student Name: _____ 900# _____
 Department: _____ ORG: _____ Campus Box: _____
 Phone Number: _____ Fax Number: _____

Section II

Student Position Title: _____
 Position Reports To: _____ Title: _____
 (Print Name)
 Supervisor email: _____ Employment Begin Date: _____
 Level: _____ Starting Rate of Pay: \$ _____ Estimated hours per week: _____
 General Position Statements:

Section III

Duties and Responsibilities: (List duties according to percentage of time spent on each duty)

1. _____ % _____
2. _____ % _____
3. _____ % _____
4. _____ % _____
5. _____ % _____

Complexity of Skills and Abilities: (Check those that Apply)

Office work:

- Answering Telephones
- Operating the Copier Machine
- Filing
- Mail Merge
- Typing (Forms, letters, etc.)
- Data Verification
- Reception Duties
- Process Forms

Computer Skills:

- PC
- Macintosh
- Use MS Word
- Use MS Excel

- Use MS Publisher
- Use MS Access
- Use MS Front Page
- Use MS Power Point
- Create Spreadsheets
- Use Spreadsheets
- Data Entry
- Create Databases
- Create Forms
- Installing software
- Installing hardware
- Troubleshooting
- Formatting Disks
- PDF Maker

- Use Dreamweaver
- Flash Web Design
- HTML writing and editing
- Web Page Design
- Use Graphics and Photo Programs

Miscellaneous:

- Works with Special Need Individuals
- Tutoring/ Mentoring
- Works with Children
- Fluency in another language
- Customer Service Skills
- Operating a Cash Register
- Keep records and logs
- Use Banner

I have read and fully understand the responsibilities and duties required in this position

Student Signature: _____ Date: _____
 Supervisor Signature: _____ Date: _____