

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: | <input type="checkbox"/> Use MS Publisher | <input type="checkbox"/> Use Dreamweaver |
| <input type="checkbox"/> Answering Telephones | <input type="checkbox"/> Use MS Access | <input type="checkbox"/> Flash Web Design |
| <input type="checkbox"/> Operating the Copier Machine | <input type="checkbox"/> Use MS Front Page | <input type="checkbox"/> HTML writing and editing |
| <input type="checkbox"/> Filing | <input type="checkbox"/> Use MS Power Point | <input type="checkbox"/> Web Page Design |
| <input type="checkbox"/> Mail Merge | <input type="checkbox"/> Create Spreadsheets | <input type="checkbox"/> Use Graphics and Photo Programs |
| <input type="checkbox"/> Typing (Forms, letters, etc.) | <input type="checkbox"/> Use Spreadsheets | Miscellaneous: |
| <input type="checkbox"/> Data Verification | <input type="checkbox"/> Data Entry | <input type="checkbox"/> Works with Special Need Individuals |
| <input type="checkbox"/> Reception Duties | <input type="checkbox"/> Create Databases | <input type="checkbox"/> Tutoring/ Mentoring |
| <input type="checkbox"/> Process Forms | <input type="checkbox"/> Create Forms | <input type="checkbox"/> Works with Children |
| Computer Skills: | <input type="checkbox"/> Installing software | <input type="checkbox"/> Fluency in another language |
| <input type="checkbox"/> PC | <input type="checkbox"/> Installing hardware | <input type="checkbox"/> Customer Service Skills |
| <input type="checkbox"/> Macintosh | <input type="checkbox"/> Troubleshooting | <input type="checkbox"/> Operating a Cash Register |
| <input type="checkbox"/> Use MS Word | <input type="checkbox"/> Formatting Disks | <input type="checkbox"/> Keep records and logs |
| <input type="checkbox"/> Use MS Excel | <input type="checkbox"/> PDF Maker | <input type="checkbox"/> Use Banner |

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

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