

{Job Title}

SUMMARY:

A description of how this position will contribute to the University mission, student learning, and overall operations of the department.

DUTIES AND RESPONSIBILITIES:

Describe what the student will be doing on the job. Please number or bullet.

QUALIFICATIONS:

Describe what the student needs to have prior to and as a condition of employment. Please number or bullet.

HOURS & COMPENSATION:

This includes average amount of hours expected of student workers, wages per hour (by tier), and any benefits to working in this position.

PRIMARY SUPERVISOR:

List the person responsible for approving work and approving time.

ALTERNATIVE SUPERVISOR:

List the person responsible for approving work and approving time should the primary supervisor not be available.