

Student Employment Job Description Template

<input type="checkbox"/>	Federal/State Work Study	<input type="checkbox"/>	Campus Work Program	<input type="checkbox"/>	Student Wage Employment
POSITION TITLE: Examples: The College of Idaho: (Department Name), (Job Title) The College of Idaho: (Department Name), (Job Title), (Work Program) The College of Idaho: (Department Name), (Job Title), (Student Wage)					
HIRING SUPERVISOR: REPORTS TO:			TIME COMMITMENT:		
COMPENSATION: <i>(For non-work study positions only maximum wage \$9); Amount per hour: \$</i>					
Type of Position: <input type="checkbox"/> On-campus /In-person <input type="checkbox"/> Remote					
POSITION DESCRIPTION					
EDUCATION/EXPERIENCE					
Qualifications: Experience: Required Skills: <ul style="list-style-type: none"> • • • • 					
MAIN DUTIES/RESPONSIBILITIES					
<ul style="list-style-type: none"> • • • • 					
LEARNING OUTCOMES & SKILLS TO BE LEARNED WITHIN THE POSITION					
<ul style="list-style-type: none"> • • • 					

Examples of Duties and Experiences that Help Develop Desired Skills						
General Office Clerical	Hospitality/Customer Service	Data Organization/Records Management	Transportation Support	Event Support	Case Management	Tutoring/Lab Support
<ul style="list-style-type: none"> • Answering phones and returning calls • Compose professional correspondence • Monitor mail • Designing communications • Responding to emails • Bulletin board maintenance • Filing • Mailings • Contributing to and managing social media 	<ul style="list-style-type: none"> • Plan events • Recruit members • Communicate with campus and local community members • Create marketing materials for events • Design informational materials • Present to various groups • Contributing to and managing social media 	<ul style="list-style-type: none"> • Research support for faculty • Literature reviews and data reporting • Filing • Data entry • Website reviews 	<ul style="list-style-type: none"> • Transport students to health appointments • Transport students to off-campus sites like: Social Security Office, Banks, Court House, Legal proceeding and appointments 	<ul style="list-style-type: none"> • Calendaring • Follow up communications • Phone calls • Organize mailings • Collaboration With community businesses and campus departments • Event set-up and break Down • Post and take down flyers 	<ul style="list-style-type: none"> • Research and provide community health & wellness resources 	<ul style="list-style-type: none"> • Provide academic support to students • Demonstrate academic processes & Procedures • Maintain accurate records of tutoring sessions • Communicate with faculty to enhance tutoring strategies • Model time management and organizational skills to student seeking support • Maintain lab cleanliness
Work-Study Opportunities at C of I and Common Skills and Traits Developed Through Participation						
General Office Clerical	Hospitality/Customer Service	Data Organization/Records Management	Transportation Support	Event Coordination	Case Management Support	Tutoring/Lab Support
<ul style="list-style-type: none"> • Communication • Customer service • Listening • Professional relationships • Conflict resolution • Collaboration • Leadership • Campus networking • Self-confidence • Responsibility • Event management • Develop language/enhance skills 	<ul style="list-style-type: none"> • Communication • Customer service • Listening • Relationships • Conflict resolution • Collaboration • Leadership • Networking • Self-confidence • Accepts responsibility • Organization 	<ul style="list-style-type: none"> • Communication • Hardworking • Detailed Oriented • Motivation • Collaboration 	<ul style="list-style-type: none"> • Communication • Organization • Scheduling • Hardworking • Positive attitude • Confidence • Decision-making • Risk-management/safety protocol knowledge 	<ul style="list-style-type: none"> • Communication • Team work • Leadership • Self-confidence • Adaptability • Organization • Presentation skills 	<ul style="list-style-type: none"> • Communication • Organization • Confidentiality • Integrity 	<ul style="list-style-type: none"> • Communication • Listening • Decision making • Attention to detail • Customer service • Positive attitude • Problem Solving • Collaboration • Leadership • Reliability • Organization • Accepts responsibility • Integrity