



Career Services

## STUDENT EMPLOYEE JOB DESCRIPTION

*Student Employment*

Job Title: \_\_\_\_\_

Org. Code/ Cost Center: \_\_\_\_\_

Approved by: \_\_\_\_\_  
Name Title

\_\_\_\_\_  
Name Title

Date Effective: \_\_\_\_\_

Date Received: \_\_\_\_\_

Primary Function and Relationship to Total Organization: \_\_\_\_\_  
\_\_\_\_\_

Reports to: \_\_\_\_\_

Supervises: \_\_\_\_\_

### POSITION REQUIREMENTS *(You may turn in additional details in a Word document)*

Education: \_\_\_\_\_

Experience: \_\_\_\_\_

Specialized Skills: \_\_\_\_\_  
\_\_\_\_\_

Duties and Responsibilities: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Required work hours:

Hours: ☐ A.M. ☐ P.M. ☐ Both A.M. / P.M.

Days: ☐ Mon. ☐ Tues. ☐ Wed. ☐ Thurs. ☐ Fri. ☐ Sat. ☐ Sun.

### *Career Services Office Use Only:*

Title: \_\_\_\_\_

Rate of Pay:

Job Number: \_\_\_\_\_

SEO Approval: \_\_\_\_\_

Classification: \_\_\_\_\_

## ESSENTIAL JOB FUNCTIONS TO INCLUDE BUT NOT LIMITED TO:

**KEY:** C – Constant F – Frequent O – Occasional N – Never/Does not apply

Sitting  Standing  Walking  Bending  Stooping   
Kneeling  Twisting Upper Body   
Lifting up to  (# of pounds)

### Please check all that apply:

- ☐ Crouching (ex. filing in cabinets not at arms level)
- ☐ Manual dexterity for operation of business machines and/or equipment
- ☐ Climbing hand-over-hand (ex. climbing a ladder)
- ☐ Crawling (ex. laying cable inside a ceiling)

### Vision to include:

- ☐ Near Vision ☐ Far Vision ☐ Color Vision ☐ Peripheral Vision ☐ Depth Perception
- ☐ Field of Vision (ex. see up, down & across when eyes are fixed)
- ☐ Visual Accommodation (Bringing objects into focus ex. computer screen)

### Communication to include:

Hearing: ☐ Ability to Hear Clearly/Distinctly (ex. phone receptionist vs. data entry only) ☐ Hearing not a factor  
Good Command of English: ☐ Essential ☐ Preferred ☐ Not a factor

### Environment:

**Work is Performed:** ☐ Inside ☐ Outside ☐ Both Inside/Outside

**Exposure to:** ☐ Extreme Noises ☐ Mechanical Hazards ☐ Electric Hazards

☐ Fumes and/or odors associated with:

☐ Dust and/or mites (paper dust, dust in ceiling while installing cable, etc.)

**Temperatures:** ☐ Climate controlled with proper heating/cooling  
☐ Varying temperatures due to nature and location of work  
☐ Extreme Heat ☐ Extreme Cold

**Other (explain):** \_\_\_\_\_

**Lighting:** ☐ Properly illuminated with overhead or desk/counter lighting  
☐ Properly illuminated and has windows

### Department is accessible by:

- ☐ Elevator ☐ Combination of elevator and stairs ☐ External Ramp
- ☐ Electric Chair Lift (both east and west entrances) ☐ Accessible by stairs only (ex. departments on GC 4.5)

**Other: (be specific):** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_