

# JOB DESCRIPTION TEMPLATE

## Department Description

THIS SECTION is intended to orient students applicants to the unit/department of the position they are applying for to help applications understand the larger scope of the work they will be doing within the Division of Student Life.

Example:

*<UNIT> is a unit within the Division of Student Life. <UNIT mission, usage information, and/or description of services>.*

## Job Description

THIS SECTION is intended to give applicants an overview of the position they are applying for. Example:

*<UNIT> seeks an hourly student office assistant (undergraduate or graduate) to assist with programmatic and administrative support. This includes but is not limited to: answering general questions, explaining processes and delivering excellent customer service. <UNIT> is seeking candidates that are resourceful, reliable, engaged, and professional.*

## Project Persistence

THIS LANGUAGE should be included in all job descriptions to help students understand the GPA review process for student employees

*As part of our commitment to the student experience, <UNIT> and the Division of Student Life will review each student employees academic progress via GPA reviews. The intent of these grade checks is to offer our student employees holistic support and connect students to resources and academic support services should the need arise. These reviews will begin after you complete your first quarter of employment. GPA reviews have no impact on your selection for the position or your standing as an employee once you begin employment.*

## Diversity Statement

THIS LANGUAGE should be included in all job descriptions to help students understand the Division/Unit's commitment to diversity and inclusion.

*At the University of Washington, diversity is integral to excellence. We value and honor diverse experiences and perspectives, strive to create welcoming and respectful learning environments, and promote access, opportunity and justice for all.*

## Responsibilities

THIS SECTION should outline the list of tasks, duties, and functions that this position carries out. Example:

- *Serve as a first point of contact in <UNIT> by responding to general inquiries, assisting a student in getting set up with <UNIT> and providing excellent customer service in navigating the <UNIT> services and programs*
- *Assist with record keeping, file maintenance, and archiving*
- *Respond to requests and inquiries related to all aspects of the <UNIT> by phone, email, or in-person communication.*
- *Collaborate with other team members on projects*

## Minimum Qualifications

**THIS SECTION** should outline the minimum skills or experiences a candidate should possess for the position. Example:

- *Computer skills including working with databases, spreadsheets and word processing*
- *Communication skills; oral and written*
- *Competency in working with diverse populations*
- *Problem-solving and decision-making skills*
- *Ability to work independently and in a team setting*

## Desirable Skills

**THIS SECTION** should outline any additional skills or experiences that are desirable for a candidate to possess. Example:

- *Experience working with students and or adults with disabilities*
- *Pattern of excellent attendance and punctuality in prior positions*

## Learning Competencies

**THIS SECTION** is intended to inform applicants of potential learning outcomes and transferrable skills they may gain in this position. Example:

*<UNIT> hopes to provide student employees with a meaningful work experience. Some intended learning competencies that will be developed in this position include:*

- *Customer service and interpersonal skills*
- *Resourcefulness and the ability to synthesize information*
- *Time management and the ability to plan, organize, and prioritize work*
- *Building and fostering collaborative relationships in a diverse workplace*

## Supervision

**THIS SECTION** should identify the position's manager. Example:

*This position will report to <STAFF MEMBER NAME AND TITLE>.*

## Job Hours and Pay Rate

**THIS SECTION** should outline expectations on scheduling availability, minimum hour requirements, and pay rate. Example:

*<XX> hours a week, M-F, \$<XX> per hour.*

*Work hours are normal <UNIT> operating hours: Monday-Friday from 8am-5pm. Hours of operation vary during finals week, breaks and summer session. Schedules are based upon workload, the applicant's class schedule and other academic responsibilities. Ideal candidates can give at least one academic year commitment. During academic breaks, hours can increase up to 40 hours a week.*