

Job Description Template: Recruiting UW Student Employees



THE JOB DESCRIPTION is your introduction to prospective candidates and is an opportunity to let them know about your department and the position. The following template is a guide to ensure that you write position descriptions in an equitable way to ensure a robust and diverse candidate pool.

Department Description

- > THIS SECTION is intended to orient student 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. You can include things like your mission, usage information, and/or description of services.

Department Diversity Statement

- > THIS SECTION should be included in all job descriptions to help students understand your department's commitment to diversity and inclusion.
 - o Example from the Division of Student Life: *"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."*

Position Purpose

- > THIS SECTION is intended to give applicants an understanding of why the position exists and how it fits within the work of your department / unit.

Position Responsibilities

- > THIS SECTION should outline the list of tasks, duties, and functions that this position carries out. Be sure specific in your descriptions of these duties to give a clear picture of the role to applicants.

Qualifications / Requirements / Needed Skills

- > THIS SECTION should list the requisite knowledge, skills, and abilities needed for success in the role. Be sure to list only what is actually required for candidates to have prior to the role rather than things that can be learned on the job. Avoid using GPA cut-offs or year in school as these may unnecessarily limit your candidate pool and do not necessarily indicate aptitude for the role.

Learning Outcomes or Benefits

- > THIS SECTION is intended to inform applicants of potential learning outcomes and transferrable skills they may gain in this position. Students want their work experiences to be meaningful. By clarifying how they will develop professionally up front you demonstrate your investment in them as student employees.

Supervision

- > THIS SECTION should identify the position's manager or supervisor including their name and title.

Job Hours and Pay Rate

- > THIS SECTION should outline expectations on scheduling availability, minimum hour requirements, and pay rate. You can also include the hours of operation for your office and note if remote work is possible. For more information on student employee compensation, see [UW HR's website here](#).

Application Instructions

- > THIS SECTION tells candidates what materials you require for an application and how to submit them.

Sample Position Description

- > View a sample Position Description from the [Career & Internship Center here](#).

Questions?

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