## Job Description Template and Instructions

**Title:**
Position Title should be as specific as possible.

**Pay Level:**
There are three pay bands for student employees on campus that range from minimum wage to $16/hour. *Supervisors can select a level based on the complexity of the role.*

**Number of Positions:**
How many of this specific position are you hiring?

**Department:**
List the department the student will be working in.

**Supervisor:**
Who will be supervising the student?

**Schedule:**
Indicate if evenings/weekends/specific shifts are required or flexible schedule.

**Purpose of Position (Summary):**
Write 1-2 sentences summarizing the position and how it supports the department.

**Job Responsibilities:**
List major duties and responsibilities. Remember that students are working to gain work experience, so positions should have meaning and value to them.

**Required Skills/Experience/Qualifications:**
Please indicate the minimum level of education, experience, and skills required to perform the position’s responsibilities effectively.

**Preferred Skills/Experience/Qualifications:**
If a particular field of study or experience/skills are preferred, please list it here.

**Physical Requirements:**
List the typical physical demands (like lifting, climbing, etc.) that are required to handle the position responsibilities.

**How to Apply:**
State how the student should apply (i.e. apply on Workday and include your resume and cover letter).

**Application Deadline:**
It is important to set a deadline for students to apply if applicable.
Sample Job Description

Title: Student Assistant

Pay Level: $11.00

Number of Positions: 3

Department: Academic Assistance Center

Supervisor: John Smith – johnsmith@calvin.edu

Schedule: Our office is open 8 am – 5:00 pm, Monday through Friday. Student Assistants are required to work at least 10 hours per week. Schedule will be flexible and will depend on your class schedule.

Purpose of Position (Summary): The Student Assistant will have a secretarial desk located at the entrance of the Academic Assistance Center. She will be the official greeter of students, staff and faculty who desire to use the resources located in the Center.

Job Responsibilities:
- Greet and assist students, parents, staff, and faculty at the front desk. This includes helping to locate information in handouts, books, website and answering general questions.
- Administrative support and general office duties.
- Presenting to groups of potential students to promote the program.
- Some research, report writing, and data entry may be required.
- Schedule appointments as necessary.

Required Skills/Experience/Qualifications:
- Good computer skills.
- Strong communication skills both verbal and written.
- Model good work habits such as punctuality, confidentiality, dependability, fairness, cooperation, honesty, and efficiency.
- Ability to master multiple task areas and exercise good judgement in decision-making.
- Self-motivated, responsible, detail oriented, and organized.
- Ability to work well with others.
- Good time management skills.

Preferred Skills/Experience/Qualifications:
- Interested in working additional years in our office.
- Prior administrative and clerical experience.

Physical Requirements: General office setting, therefore no major physical requirements, but should be able to lift boxes or complete various tasks as necessary.

How to Apply: Please apply on Workday and be sure to include your resume.

Application Deadline: March 31, 2025