

How to Write a Competitive Student Employee Job Description



1. Conduct a Needs Assessment

A process of gathering and examining information as it relates to the student employee position.

Ask yourself and your department the following questions:

- What are your needs as a department that led to the consideration of hiring student employees?
- Are there additional special projects that could be added to a student employee position that you hadn't considered before?
- How can you create a position that meets departmental needs as well as meets student employees' professional goals?
- Who can you establish as a supervisor and a mentor for the student employee?

2. Establish the Essential and Teachable Functions

Define what is essential and what is teachable.

It is important to remember that this may be the student's first job or that the student has limited work experience. Try to avoid too many "required" qualifications since it will limit your pool and diversity of applicants. Instead, think of the position as a developmental opportunity.

- What are functions that are truly essential and what are functions that can be taught?
- How can you be specific about the knowledge, skills, and abilities that are needed? Draft a list.
 - *Knowledge* is a comprehension of a body of information acquired by experience or study.
 - *Skills* are often thought of as technical or soft. Technical skills refer to specific tasks and soft skills refer to interpersonal capabilities.
 - *Ability* refers to the capability, potential, or capacity for a candidate's means to do something.
- Brainstorm a list of all the duties that are required to complete the job.

3. Write and Organize Position Information

Follow a standardized template for student employee positions.

Job descriptions that are standardized with the same appearance appear more organized and legitimate, leading to more student employee applicants. Below is a list of sections to include. Please also refer to the [Sample Student Employee Job Descriptions](#).

1. *Title of Position*
2. *Introduction*
 - Provide a short description of your department or unit. Feel free to include any new initiatives or projects that led to the opening of the student employee position.
3. *The Opportunity*
 - A general overview of the position and its purpose.
4. *Primary Responsibilities*
 - A list of tasks. Think of these as "Duty Statements" and begin with action verbs (ex. assist students with resume and cover letter reviews in scheduled appointments and drop-ins.)
5. *Knowledge, Skills, and Abilities*
 - The candidate is expected to have this list of capabilities and knowledge. This list can be used to create your interview question. For example, if you would like a student employee with customer service skills, a question could be "Tell me about a time you had to deal with a different customer?"
6. *Required Qualifications*

- Proficiencies needed to complete the essential functions of the position. This is what your student employee must have to qualify for the position.
- 7. *Preferred Qualifications*
 - Capabilities that would enhance the work in that area but are not required to meet the basic functions of the position.
- 8. *Supervision & Training*
 - Teachable functions can be listed in a Training section to describe what the student will learn and how they will develop in this position.
- 9. *Compensation and Time Commitment*
 - State the payrate for the position as well as the expected hours of work per week. We recommend students work no more than 20 hour per week, especially if they are enrolled full-time. During breaks when classes are not in session, students can work a full-time schedule, depending on work availability and supervisor approval.
- 10. *Application Details*
 - Provide information on the how to apply and which documents to supply. We recommend requiring a resume at minimum.
- 11. *Common Language (see sample for placement)*

The language below should be added to all student employee position postings:

- When uploading your resume to PCO, please save it as a PDF using this naming format: last name, position title. Example: Stevens, Career Peer Advisor.
- Please note all resumes submitted through PCO will go through an automatic review process by the Career & Professional Development staff. While this may take extra time on your part if revisions are needed, it's to support you in submitting the most competitive application possible. You will not be able to submit your full application until the resume has been reviewed and approved. Please allow at least **3 days before the application deadline** for this step. **Due to the expected volume of applications, do not wait until right before the deadline to apply as your resume could be delayed in the review process.**
- To be proactive, check out our [website](#) with resume and cover letter samples. Make changes prior to submission. This will increase the likelihood your resume can be pushed through without going through a major overhaul, allowing you to apply to student employment positions quickly. For help with this process, contact stuemp@du.edu.
- In compliance with Colorado's Healthy Families and Workplaces Act (HFWA), non-benefited employees accrue one hour of paid leave for every 30 hours worked up to a maximum of 48 hours per year.
- The University of Denver is committed to enhancing the diversity of its faculty and staff. We are an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment regardless of age, race, color, national origin, religion, sex, sexual orientation, gender identity, disability, military/ veteran status or any other status protected by law. We welcome applications from underrepresented communities, veterans and persons with disabilities.
- All offers of employment are based upon satisfactory completion of a criminal history background check. These are required for all part-time, full-time and student employee hires.

4. Finalize and Post Position to Pioneer Careers Online (PCO)

When your job description is ready, you can open it to student applicants using PCO.

Instructions on creating a PCO account and how to post positions can be found [here](#).

Complete the posting details using your competitively written job description. Your position will be approved and be viewable by students in under 48 hours.

Resources: Society of Human Resources Management, University of Denver, National Association of Employers and College