

Sample: Student Employee Job Description



Career Peer Advisor

Department Summary

Career & Professional Development is ramping up its Peer Advisor Program to hire both undergraduate and graduate students to support our diverse campus population. Career Peer Advisors are an essential part of Career & Professional Development and serve as a key link in supporting DU students achieve their career goals. Additionally, Career Peer Advisors help educate the campus about the necessary skills and resources to engage in self-exploration, career planning and the job and internship search process.

Position Summary

Through targeted training and one-on-one advising, Career Peer Advisors can develop their leadership abilities and gain professional skills through working in Career & Professional Development. This position provides excellent resume /CV building experience, which includes gaining skills in advising, collaboration, marketing, and delivering programs and presentations. Career Peer Advisors will acquire self-knowledge around their own interests, skills and abilities, and how those personal traits connect to careers and the decision-making process. The Career Peer Advisor positions report to the Associate Director in Career & Professional Development.

Essential Functions

- Assist students with resume and/or CV and cover letter reviews in scheduled appointments and drop-ins.
- Lead one Passion Project, which may include a program, handout, or other resource designed around the Peer Advisor's career-related interests.
- Assist Career & Professional Development staff with programming and logistics to include Career Fairs, Mentor for a Moment, and additional signature events.
- Educate a diverse population of students, including both undergraduate and graduate students, about the job and internship search processes and career resources.
- Actively promote Career & Professional Development through targeted outreach in a friendly, outgoing manner.
- Deliver presentations and workshops in residence halls, dining halls, classrooms, and student organization meetings when available.

Knowledge, Skills, and Abilities

- Experience with customer service and interpersonal skills with diverse populations
- Written and verbal communication skills, including ability to learn presentation skills
- Ability to use tact, diplomacy and conscientiousness when working with diverse populations
- Initiative, follow-through and reliability
- Adaptable and flexible

Required Qualifications

- Current DU undergraduate or graduate student enrolled for the 2020-2021 academic year, located in the Denver area

Preferred Qualifications

- Active involvement in campus community and activities
- Ability to speak a second or multiple languages is a plus

Working Environment

1. Standard office environment.
2. Unexpected interruptions occur often, and stress level is moderate to high.
3. Noise level is quiet to moderate.

Physical Activities

1. Ability to sit in front of a computer for an extended period.
2. Occasionally required to move about the office/campus with the capability of transporting objects up to 20 lbs.

Supervision & Training

Career Peer Advisors will receive extensive and ongoing training on multiple facets of career services and programming, through an on-boarding orientation prior to the start of the academic year and regular staff meetings. Career Peer Advisors will receive a regular 1:1 meeting to focus on professional development and discuss career goals. Career Peer Advisors are paired with a professional staff who acts as a mentor on work projects and personal professional development.

Compensation and Benefits

This position is eligible for a federal work-study, which requires eligibility through the Financial Aid Office. This position is also open to non-work study funded students. Students will be paid \$15/hr with the opportunity for yearly increases, dependent on performance. This position requires 10-15 hours per week for fall, winter, and spring quarters with flexibility in scheduling. Some evening/weekend hours required. Career Peer Advisor Orientation is held on Friday, September 11th from 8 am- 5 pm. All hired Career Peer Advisors are required to attend this orientation as a condition of employment.

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.

Application Details

Application will go live on PCO spring quarter. Submit your resume or CV and cover letter through PCO by noon/12:00pm on Friday, April 24th, 2020. 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. For help with this process, contact stuemp@du.edu.

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.

Sample: Student Employee Job Description



Research Assistant

Department Summary

Natural Sciences and Mathematics (NSM) solves the problems of today's world requires a comprehensive understanding of science and math. We believe in an educational model consisting of accessibility to research, innovative faculty and interactive learning experiences and prepare our students to be inquisitive, globally minded citizens. Our students redefine the classroom as they discover learning opportunities through real-world field and lab work. Our hope is to prepare the next generation of leaders as knowledgeable citizens with each with their own unique and yet globally minded perspective.

Position Summary

The Research Assistant will assist NSM faculty members in carrying out specific research agendas. Research Assistants may be assigned to one or more research tasks. These tasks may be related to a faculty research project, the organization of a conference, the editing of a journal, grant application or management, or other activities that are associated with further the acquisition, analysis, or dissemination of knowledge.

Essential Functions

- Conduct literature reviews
- Collect and analyze data
- Prepare materials for submission to granting agencies and foundations
- Prepare materials for UW Human Subjects Committee review
- Prepare interview questions
- Recruit and/or interview subjects
- Maintain accurate records of interviews, safeguarding the confidentiality of subjects, as necessary
- Summarize interviews
- Provide ready access to all experimental data for the faculty researcher and/or supervisor

Knowledge, Skills, and Abilities

- Academic and/or work experience related to the field of research
- Experience with specialized software or datasets

Required Qualifications

- Current DU undergraduate or graduate student enrolled for the 2020-2021 academic year, located in the Denver area
- Must be willing to complete tasks on-campus and work in a lab setting

Preferred Qualifications

- Strong interest in pursuing research as a possible career path

Working Environment

1. Standard office environment.
2. Unexpected interruptions occur often, and stress level is moderate to high.
3. Noise level is quiet to moderate.

Physical Activities

1. Ability to sit in front of a computer for an extended period.
2. Occasionally required to move about the office/campus with the capability of transporting objects up to 20 lbs.

Supervision & Training

Research Assistants will receive extensive and ongoing training from graduate assistants and faculty members. Research Assistants will receive 1:1 meeting to focus on professional development. Research Assistants may be invited to co-present or co-author research projects.

Compensation and Benefits

This position is eligible for a federal work-study, which requires eligibility through the Financial Aid Office. This position is also open to non-work study funded students. Students will be paid \$15.75/hr with the opportunity for yearly increases, dependent on performance. This position requires 10-15 hours per week for fall, winter, and spring quarters with flexibility in scheduling. Some evening/weekend hours required.

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.

Application Details

Application will go live on Pioneer Careers site spring quarter. Please submit your resume or CV and cover letter through Pioneer Careers by noon/12:00pm on Friday, April 24th, 2020. When uploading your resume to PCO, please save it as a PDF using this naming format: last name, position title. Example: Goss-Alexander, Research Assistant.

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.**

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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.