STUDENT EMPLOYEE JOB DESCRIPTION FORM

Is this a new student position for your department?:  ___ Yes  ___ No
Is this a job description update to a previous position?  ___ Yes  ___ No

*If you answered “no” to both questions, please do not submit a job description.*

Student Employee Position Title: ___________________________  Date Submitted: _______________________

Department: ___________________________  Location: ___________________________

Student Employee Supervisor: ___________________________  Position: ___________________________

Phone Ext: ___________  Fax Ext: ___________  E-mail: ___________________________

Brief Job Summary: ___________________________

Duties and Responsibilities:
1. ___________________________
2. ___________________________
3. ___________________________
4. ___________________________
5. ___________________________

Skills and Abilities Required:
1. ___________________________
2. ___________________________
3. ___________________________
4. ___________________________
5. ___________________________

Other: ___________________________

Signature: ___________________________  Date: ___________________________