



Student Employment Position Description

Career Services • E334 Student Union • (937) 775-2556 • Fax (937) 775-3381 • <http://career.wright.edu>

Date _____ Department _____

Immediate Supervisor' Name _____ Phone Number _____

Student Job Title _____ Length of Employment _____

Work Location _____

Please describe major responsibilities.

For office use only:

Please list any computer skills required to perform the duties of this position.

Please list research/laboratory skills and knowledge/coursework required to perform the duties of this position.

Please list communication/teaching skills and knowledge required to perform the duties of this position.

Please list any physical requirements needed to perform the duties of this position.

Please list any certifications required to perform the duties of this position.

Please list any special working conditions required to perform the duties of this position e.g. travel, late hours, outdoors work, etc.

Please list any supervisory responsibilities of others that this student employment position requires.

Please check educational level required to perform the duties of this position.

- Freshman Sophomore Junior Senior Grad. Student

Please check the level of responsibility of this position:

- Routine duties Some independent action Frequent independent action
 Routinely works independently and makes independent judgment
 Works independently, may include expectations of high levels of confidentiality

Please describe the level of responsibility.

Please check the level of supervision provided to the student employee:

- Close and direct supervision Moderate supervision of assigned tasks
 Minimal supervision of assigned tasks Guidance provided by supervisor
 Consultation with supervisor

Please explain the level of supervision provided.

Summarize other details of the position that have not been addressed above.

For office use only:

For office use only: Classification _____ Rate of Pay _____ Initials _____ Date _____