

Guide for Writing a Position Description

Successful recruitment of a student employee includes an accurate position description, advertising to a diverse pool of applicants (Handshake), a fair selection process, and appropriate pay. Every hire is an opportunity to add to your department's team, and meet your department's current and changing needs. The tips and resources provided here will help you through the recruitment process.

A position description clarifies the position's purpose, defines essential functions of a job, and provides a framework for assessing job performance. It should list the minimum qualifications and set clear expectations for the employees you hire. The position description should be written and reviewed and/or revised for each recruitment

The job description is used to form interview questions to confirm the presence of necessary skills, knowledge, and abilities and determine the most qualified candidate for the position.

Consider the following prior to writing the job description:

- What types of project or service needs are required?
- How many hours of work per week are necessary (maximum of 20)?
- Can the budget support the hourly rate appropriate for the student position?
- What types of prior experience or training will enable students to perform the job duties?
- Is the department looking for someone whose field of study is related to the department's work?
- Does the department need someone with prior customer service experience or someone who has a strong aptitude in this area?
- Does the department need an employee with strong interpersonal skills?
- How important are analytic or problem solving skills to the department's needs?
- Based on the department structure, will the student employee work independently or need close supervision?

Position descriptions should provide realistic expectations for employee and include the following categories where applicable:

- Position Title
- Department
- Anticipated Hourly Rate
- Supervisor/Lead Responsibilities
- Duties and Responsibilities
- Qualifications
- Special Conditions (e.g. Physical requirements such as lifting, walking, sitting, standing, repetitive motions, etc. or work environment involves, quiet office setting, frequent interruptions, outside in all types of weather, etc.)

SOU On-Campus Student Employment Position Description (SAMPLE)

Student Worker Position Title:

Human Resources / Information Systems Student Assistant

Hourly Rate: \$XX.XX

(duties support Level 3)

Name/Department:

Human Resources

Department does this position supervise other students?

No

Duties and Responsibilities:

Seeking eligible student employees who are able to work 18-20 hours per week (NOTE: Students with multiple jobs can only work a combined maximum of 20 hours each week).

The following examples illustrate typical work activities and are not meant to be all-inclusive or restrictive:

- Information Systems: Web site management, document imaging, data reconciliation, and digital automation.
- Office Operations: Strong knack for service excellence. Ability to interface with customers in-person and respond to routine questions via telephone and in writing. File management, record keeping and document disposition. Create, process and distribute documents and forms. Data entry. Duplicate, fax, and scanning. Retrieve information from various sources.
- Assist with HR projects and special assignments as assigned.

Qualifications:

- Prior work experience must demonstrate exposure to an office environment and familiarity with information systems.
- This position is designated as a critical, security-sensitive or safety-sensitive position and therefore, requires the successful completion of a Criminal Background Check and adherence to confidentiality agreements.
- Ability to interact diplomatically and exercise judgment and tact in interactions with faculty staff, students and the general public.
- Excellent organizational and time management skills with the ability to set own priorities and coordinate multiple assignments with fluctuating and time sensitiveness deadline.
- Excellent communication skills and the ability to effectively communicate information in a clear and understandable manner both verbally and in writing.
- Efficient computer skills and proficiency with a variety of computer applications including word-processing, spreadsheets, databases, online systems, imaging and cloud-based collaboration and productivity apps.
- Strong analytical and research skills.
- Ability to proactively assess work operations and anticipate potential needs.

Special Conditions:

- Work environment involves frequent interruptions and the delivery of documentation across campus.