



## Student Employment Job Description

Employee Name:	<input type="text"/>	Employee ID (if applicable):	<input type="text"/>
Department/School:	<input type="text"/>	Payroll Title:	<input type="text"/>
Pay Rate:	<input type="text"/>	Start Date:	<input type="text"/>
		Working Title:	<input type="text"/>
Direct Supervisor Name:	<input type="text"/>	Direct Supervisor Email:	<input type="text"/>
Employee Email:	<input type="text"/>	Employee Phone:	<input type="text"/>

Currently Employed on Campus?

**POSITION DESCRIPTION:**

Enter the description of the position. This information will appear after the opening paragraph. You may include one or more paragraphs.

**QUALIFICATIONS:**

Enter the qualifications being sought for this position.

**REQUIREMENTS:** To comply with the American with Disabilities Act of 1990 (ADA) which prohibits discrimination against qualified individuals on the basis of disability, it is necessary to specify the physical, mental, and environmental conditions of the essential duties of the job. Use these codes to complete this section: "F" for frequently; "O" for occasionally; and "N" for not at all.

PHYSICAL REQUIREMENTS:

On the job, the employee must be able to:

Lift/Carry-Light  
(up to 25 pounds)

Lift/Carry-Moderate  
(25-50 pounds)

Sit                      Walk

Stand                  Squat

Bend                    Push/Pull

Crawl                  Climb

Kneel

Handles objects (manual dexterity)

Reach above shoulder level

Use fine finger movements

Other

MENTAL REQUIREMENTS:

On the job, the employee must be able to:

Read/Comprehend:

Write

Perform Calculations

Communication Orally

Reason and Analyze

Other

ENVIRONMENTAL REQUIREMENTS:

On the job, the employee:

Is exposed to excessive noise

Is around moving machinery

Drives motorized equipment

Works on confined quarters

Is exposed to marked changes in temperature and/or humidity:

Is exposed to:

- Dust
- Fumes
- Gases
- Radiation
- Microwave

Other

**Student employees may not work in excess of 18 hours per week for ALL on campus (or off campus FWS) combined during the academic year.**

**Hiring Manager:**

- Once a student employee is hired, please visit the Student Employment Website to schedule a new hire intake appointment and attach the fully executed JD to the intake request.
- Provide a copy of this fully executed job description to the new hire for their future review and reference.

**Student Employee Signature (REQUIRED):** \_\_\_\_\_

**Hiring Manager Signature (REQUIRED):** \_\_\_\_\_