



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"/>

OPENING DESCRIPTION

Enter a description of your unit, school, or institute. If no information is entered, the default description of the University will be used.

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): _____