



Developing a Job Description

A well-crafted job description is essential for both students and supervisors, providing a clear record of job expectations. It helps students determine if they meet the qualifications, assess their interest in the role, and understand what will be required if hired. For supervisors, it serves as a valuable tool for recruiting strong candidates and offering structured guidance during employment.

Job Responsibilities

When defining job responsibilities, consider the following:

- What tasks will the student perform daily?
- Are there any larger projects they will contribute to?
- Who will they interact with regularly?
- What specific responsibilities will they hold?

Skill Development

Student employment provides valuable experiential learning opportunities. Highlight the skills they can develop through this role:

- What transferable skills will they gain?
- How can this job support their future career goals?
- How will their experience strengthen their resume?

Qualifications & Requirements

When outlining qualifications, consider the following areas:

- **Job Type:** What type of position is being offered (e.g., Student Assistant, Federal Work Study)?
- **Education:** Are both undergraduate and graduate students eligible?
- **Time Commitment:** How many hours per week are required?
- **Location:** Where will the student be working (e.g., West Campus, East Campus)?
- **Experience:** Should applicants have prior experience or proficiency in specific programs or software? What key skills are necessary for success in this role?
- **Physical Requirements:** Will the job involve lifting or prolonged periods of standing?

Application Instructions

Provide clear guidelines on the application process:

- Will resumes and cover letters be reviewed?
- Are additional documents required (e.g., writing sample, graphic design portfolio)?
- How should applicants submit their materials (e.g., Handshake, external form like Google Form or Qualtrics)?