



Stony Brook University Career Center

Sample On-Campus Job Descriptions

These sample descriptions are intended as templates. Please review and adjust each one to meet the specific needs of the position and your department. The samples are suitable for student assistant roles, federal work study positions, and graduate positions.

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For more recruitment resources, visit the [Stony Brook University Student Employment website](https://stonybrook.edu/career).



Accounting Student Assistant

Job Title: Accounting Student Assistant

Department: [Department's Name]

Description: The [Department's Name] is seeking an enthusiastic undergraduate or graduate student to support financial operations. This role involves assisting with data entry, month-end reporting, accounts reconciliation, and forecasting—ensuring financial accuracy while providing valuable learning experiences in data analysis and project management.

Pay: Starting at **\$16.50 per hour** (minimum wage; competitive rates may apply based on experience)

Time Commitment: *# to # hours per week* (during academic sessions with an option to work during summer/winter intersessions)

Location: In-person; West Campus, East Campus, or Transportation required

Opportunities to Learn: Gain practical skills in data analysis, budgeting, forecasting, and the use of financial software.

Responsibilities:

- Assist with data entry and the organization of digital financial documents.
- Compile month-end financial reports and support budget tracking.
- Help with accounts receivable/payable, bank statement reconciliation, and internal audits.
- Work collaboratively with professional staff on forecasting and balance sheet reconciliation.
- Manage tracking of physical inventory and support the payment processing team.
- Perform other financial support duties as needed.

Qualifications:

- Matriculated undergraduate or graduate student at Stony Brook University.
- Excellent organizational skills with a keen eye for detail.
- Proficiency in Microsoft Office and Google Workspace (Excel and Sheets in particular).
- Strong written and verbal communication skills.
- Ability to work in a fast-paced environment and maintain confidentiality.



Administrative Student Assistant

Job Title: Administrative Student Assistant

Department: [Department's Name]

Description: The [Department's Name] is searching for a reliable undergraduate or graduate student to support the daily administrative functions of the office. This position offers hands-on experience in office management, scheduling, and professional communications while ensuring smooth day-to-day operations.

Pay: Starting at **\$16.50 per hour**

Time Commitment: # to # hours per week (with an option to work during summer and/or winter intersessions)

Location: In-person; West Campus, East Campus, or Transportation required

Opportunities to Learn: Develop strong organizational, multitasking, and communication skills while gaining practical office management experience.

Responsibilities:

- Organize and maintain various departmental files and records (both physical and digital).
- Scan, transcribe, archive, and ensure accurate document management.
- Assist in handling phone inquiries and directing them to the appropriate channels.
- Greet guests and provide basic information as needed.
- Monitor inventory levels of office supplies and report reorder needs.
- Support additional administrative tasks, projects, and departmental operations.

Qualifications:

- Must be a matriculated undergraduate or graduate student.
- High attention to detail and excellent organizational capabilities.
- Familiarity with Google Workspace (Docs, Sheets, Slides) and Microsoft Office.
- Strong written and verbal communication skills.
- Ability to work independently and maintain confidentiality.



Communications Student Assistant

Job Title: Communications Student Assistant

Department: [Department's Name – include hyperlink if available]

Description: Represent [Department's Name] and Stony Brook University by promoting departmental services through diverse communication channels. The Communications Student Assistant will help develop creative marketing initiatives and maintain relationships with campus stakeholders while utilizing various social media platforms.

Pay: Starting at **\$16.50 per hour**

Time Commitment: # to # hours per week (plus option for summer/winter intersessions)

Location: In-person; West Campus or East Campus (Transportation required if applicable)

Opportunities to Learn: Acquire skills in digital marketing, social media management, content creation, and professional communications.

Responsibilities:

- Collaborate with the Marketing Director to develop innovative strategies for increasing student engagement.
- Create and schedule promotional content for department events and campaigns.
- Manage various social media accounts (e.g., Instagram, Facebook, Twitter, YouTube).
- Distribute event calendars and printed marketing materials across the campus.
- Engage with on-campus groups (clubs, organizations, residence halls) for outreach purposes.
- Represent the department at events and in communications with the campus community.

Qualifications:

- Must be a matriculated undergraduate or graduate student.
- Excellent written and verbal communication skills.
- Proficiency with social media platforms and basic digital marketing tools.
- Strong organizational skills and the capacity to work in a fast-paced environment.
- Ability to maintain confidentiality while interacting with various stakeholders.



Event Coordinator Student Assistant

Job Title: Event Coordinator Student Assistant

Department: [Department's Name – include hyperlink if available]

Description: The [Department's Name] is seeking a proactive and creative student to coordinate and support departmental events. This role provides hands-on experience in event planning, marketing, and project management and is ideal for students looking to develop strong leadership and teamwork skills.

Pay: Starting at **\$16.50 per hour**

Time Commitment: # to # hours per week (with summer/winter intersessions as applicable)

Location: In-person; West Campus or East Campus (Transportation required if applicable)

Opportunities to Learn: Build skills in event planning, staff coordination, project management, and effective communication.

Responsibilities:

- Assist in the development, planning, and execution of department events.
- Organize and provide staffing support for events, including coordinating with other teams.
- Lead event initiatives by creating marketing plans and participating in staff meetings.
- Maintain detailed event schedules and assist with post-event evaluations.
- Collaborate with other team members to ensure event success by providing creative ideas and feedback.
- Handle additional responsibilities as directed by the supervisory team.

Qualifications:

- Matriculated undergraduate or graduate student at Stony Brook University.
- Excellent organizational and multitasking abilities.
- Proficiency in Google Workspace and Microsoft Office.
- Strong interpersonal and communication skills.
- A self-starter with the ability to work both independently and as part of a team.



Graphic Designer Student Assistant

Job Title: Graphic Designer Student Assistant

Department: [Department's Name]

Description: The [Department's Name] is looking for a creative student to design digital and print content that supports the promotion of services, events, and resources. This role provides hands-on experience in graphic design using industry-standard software and contributes to building effective visual communication strategies for the department.

Pay: Starting at **\$16.50 per hour**

Time Commitment: # to # hours per week (with opportunities available during summer/winter intersessions)

Location: In-person; West Campus or East Campus (Transportation required if applicable)

Opportunities to Learn: Enhance graphic design skills, gain proficiency in Adobe Creative Suite, and improve communication and teamwork abilities.

Responsibilities:

- Develop graphics for digital platforms including webpages, digital screens, posters, and brochures.
- Collaborate regularly with the marketing team to address weekly design needs.
- Ensure all designs adhere to Stony Brook University's branding guidelines.
- Help collect and interpret data from marketing campaigns to refine designs.
- Provide support during in-person events through graphic setup and outreach initiatives.
- Engage in training sessions to stay updated on design trends and software updates.

Qualifications:

- Must be a matriculated undergraduate or graduate student.
- Prior experience or coursework in graphic design preferred (experience with Photoshop, Illustrator, and InDesign is a plus).
- Strong creative and conceptual skills, with an eye for visual detail.
- Excellent time management and communication skills.
- Ability to work independently while collaborating with team members.



Marketing Student Assistant

Job Title: Marketing Student Assistant

Department: [Department's Name]

Description: The [Department's Name] invites a strategic and energetic student to help promote its services and events through innovative marketing initiatives. This position will focus on content creation, community outreach, and maintaining an active social media presence to drive engagement and enhance the department's profile.

Pay: Starting at **\$16.50 per hour** (or competitive based on experience)

Time Commitment: # to # hours per week (with the possibility of summer/winter session work)

Location: In-person; West Campus or East Campus (Transportation required if applicable)

Opportunities to Learn: Develop skills in marketing communications, digital strategy, social media management, and project coordination.

Responsibilities:

- Present marketing updates and campaign performance during weekly staff meetings.
- Develop and execute creative promotional content for departmental events and programs.
- Manage and update social media channels (including Instagram, Facebook, Twitter, and YouTube) to maintain an active online presence.
- Distribute event calendars, flyers, and promotional materials throughout the campus.
- Conduct outreach to student groups, clubs, and residence halls to enhance visibility.
- Act as a liaison between the department and the broader campus community at events.

Qualifications:

- Matriculated undergraduate or graduate student at Stony Brook University.
- Strong verbal, written, and digital communication skills.
- Proficient in using social media platforms and digital marketing tools.
- Highly organized and able to manage multiple tasks simultaneously.
- Ability to work effectively in both team settings and independently, while upholding confidentiality.



Operations Student Assistant

Job Title: Operations Student Assistant

Department: [Department's Name]

Description: The [Department's Name] is seeking a motivated student to provide operational support and ensure that daily departmental functions run efficiently. Reporting directly to the Operations Manager, this role offers exposure to process analysis, administrative support, and team coordination.

Pay: Starting at **\$16.50 per hour**

Time Commitment: # to # hours per week (plus options for additional hours during summer/winter intersessions)

Location: In-person; West Campus or East Campus

Opportunities to Learn: Gain practical experience in operations management, data analysis, and administrative coordination using collaborative technologies.

Responsibilities:

- Assist the Operations Manager in monitoring and overseeing daily tasks.
- Analyze operational processes and provide recommendations for workflow improvements.
- Help onboard and train new student employees on departmental procedures.
- Coordinate scheduling of meetings and team-building sessions.
- Serve as the liaison between the department and internal/external stakeholders to resolve issues efficiently.
- Track key performance metrics and compile performance reports.
- Maintain organized digital records using Google Drive and related tools.

Qualifications:

- Must be a matriculated undergraduate or graduate student.
- Strong analytical, problem-solving, and organizational skills.
- Proficiency in Google Workspace (Docs, Sheets, Slides) and familiarity with office technology.
- Excellent communication skills and the ability to work collaboratively.
- Prior operational or administrative experience is an asset, along with a commitment to confidentiality.



Peer Educator

Job Title: Peer Educator

Department: [Department's Name]

Description: The [Department's Name] is looking for empathetic and proactive students to serve as Peer Educators. In this role, you will guide your fellow students by providing information about departmental services and resources, while developing leadership and communication skills.

Pay: Starting at **\$16.50 per hour**

Time Commitment: # to # hours per week (with opportunities for additional sessions during breaks)

Location: In-person; West Campus or East Campus

Opportunities to Learn: Enhance leadership, counseling, and communication skills while gaining experience in student engagement and event support.

Responsibilities:

- Conduct initial student intake to understand needs and direct peers toward appropriate services.
- Provide clear explanations of available departmental resources and benefits.
- Assist in organizing and staffing informational events and workshops.
- Collaborate with professional staff to address issues that require further intervention.
- Serve as a student representative at various campus events and meetings.
- Maintain thorough and confidential records of interactions and referrals.

Qualifications:

- Must be a matriculated undergraduate or graduate student at Stony Brook University.
- Excellent interpersonal and verbal communication skills.
- A strong desire to help peers and share departmental resources.
- High levels of discretion and the ability to maintain confidentiality.
- Organized, flexible, and able to work both independently and in a team.



Student Research Assistant

Job Title: Student Research Assistant

Department: [Department's Name]

Description: The [Department's Name] seeks a detail-oriented student to support research initiatives. This role is designed for candidates interested in gaining real-world research experience—from data collection and analysis to report preparation—and offers exposure to advanced research methods and tools.

Pay: Starting at **\$16.50 per hour** (with competitive adjustments based on experience)

Time Commitment: # to # hours per week (with options during summer/winter sessions)

Location: In-person at the department office; West Campus or East Campus

Opportunities to Learn: Develop expertise in data management, research design, statistical analysis, and report writing.

Responsibilities:

- Assist with accurate data entry and digital document organization.
- Support quality control efforts to ensure research data integrity.
- Conduct pre-screening interviews and secure written consent from research participants.
- Utilize statistical methods for data analysis and assist with software applications.
- Prepare progress and summary reports detailing research findings and their implications.
- Help maintain inventories of research equipment and complete other assigned tasks.

Qualifications:

- Must be an enrolled undergraduate or graduate student at Stony Brook University.
- Exceptional attention to detail with strong organizational skills.
- Proficiency with Microsoft Office, Google Workspace, and basic data analysis tools.
- Strong written and verbal communication abilities.
- Capability to work both independently and collaboratively while ensuring confidentiality.



Website Designer Student Assistant

Job Title: Website Designer Student Assistant

Department: [Department's Name]

Description: The [Department's Name] is looking for a creative and technically skilled student to support the design and management of the department's website. This role offers engaging work in content updates, layout design, and optimization, while giving you hands-on experience with content management systems and web development tools.

Pay: Starting at **\$16.50 per hour** (competitive rates available based on proficiency)

Time Commitment: # to # hours per week (with additional opportunities during summer/winter intersessions)

Location: In-person; West Campus or East Campus (Transportation required if applicable)

Opportunities to Learn: Gain practical exposure in web design, content management, SEO strategies, and project management.

Responsibilities:

- Design user-friendly, responsive website layouts in accordance with department branding.
- Collaborate with office staff and IT teams to update and manage web content.
- Migrate content to updated templates and perform regular website maintenance.
- Troubleshoot website issues and propose optimization strategies based on SEO best practices.
- Assist with ad hoc digital projects and provide input on enhancing the user experience.
- Maintain thorough documentation of revisions and updates.

Qualifications:

- Must be a matriculated undergraduate or graduate student at Stony Brook University.
- Working knowledge of content management systems (e.g., OmniCMS, WordPress) and familiarity with HTML/CSS is essential.
- Strong creative and technical design skills with a detail-oriented approach.
- Excellent communication and time-management capabilities.
- Ability to work both independently and collaboratively while upholding confidentiality.