

## Sample On Campus Job Descriptions

Stony Brook University supervisors looking to recruit student employees for on campus positions can use the sample descriptions below to get started. It is recommended to use these samples with [recruitment guides and resources \(Stony Brook University Student Employment website\)](#). The samples can be used for student assistants/interns, [federal work study](#), and graduate positions.

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*The sample descriptions are meant to be used as guides. Please review the information and adjust to what is needed for the position specifically. Stony Brook University supervisors can contact the [Student Employment](#) team for any questions!*

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## Accounting Student Assistant

The [Department's Name] [\\*hyperlink to Department's website\\*](#) is looking for an [undergraduate and/ or graduate] student to support [main goal of the department]. Our [Department] works to [key population or functions of the department].

### Information to include:

- \*Undergraduate/graduate standing
- \*Pay ([pay level](#), minimum wage \$16 per hour)
- \*Time Commitment (hours per week)
- \*Location (in-person language)
- \*Opportunity to learn [Career Readiness Competencies](#)

**Pay:** \$## per hour

**Time Commitment:** # to # hours per week when classes are in session; option to work in the summer and/or winter intersessions.

**Location:** In-person; West Campus OR East Campus OR Transportation required

The Accounting Student Assistant will gain experience in [data analysis](#) and is a great opportunity to grow in various areas including [problem solving, project management, and technology skills](#).

### Responsibilities:

- Assist with data entry and maintain organization of digital documents
- Assist with compiling month-end financial reports
- Help with accounts receivable, payable, bank statement reconciliation and assist with audits
- Balance sheet reconciliation
- Work with the professional staff members on yearly forecasting efforts
- Manage the monthly tracking of physical inventory
- Support the payment processing team
- Other duties as needed

### Qualifications:

- Matriculated [undergraduate or graduate](#) student at Stony Brook University
- Excellent organizational skills and attention to detail
- Knowledge of Microsoft Office and Google Workspace applications including Excel and Sheets
- Strong written and verbal communication skills
- Ability to manage time well and strive in a fast-paced environment
- Ability to maintain confidentiality in all aspects of job responsibilities

## Administrative Student Assistant

The [Department's Name] [\\*hyperlink to Department's website\\*](#) is searching for an [undergraduate and/ or graduate] student to support the daily functions of the office as an Administrative Student Assistant. Our [Department] works to [key population or functions of the department].

### Information to include:

- \*Undergraduate/graduate standing
- \*Pay ([pay level](#), minimum wage \$16 per hour)
- \*Time Commitment (hours per week)
- \*Location (in-person language)
- \*Opportunity to learn [Career Readiness Competencies](#)

Pay: \$## per hour

**Time Commitment:** # to # hours per week when classes are in session; option to work in the summer and/or winter intersessions.

**Location:** In-person; West Campus OR East Campus OR Transportation required

In this position, the Administrative Student Assistant will work with professional staff and gain knowledge in office management. This is also a great opportunity to grow various skills including **professional communication, project management, and career management skills.**

### Responsibilities:

- Organize and maintain various departmental files and records both print and electronic
- Scan, transcribe, record documents for accurate file keeping
- Assist with administrative work related to operations of the [Department]
- Answer and direct inquiries over the phone to the appropriate department or resources
- Greet guests and provide relevant information
- Monitor inventory of office supplies
- Assist with other assignments and projects as needed

### Qualifications:

- Matriculated undergraduate or graduate student at Stony Brook University
- Excellent organizational skills and attention to detail
- Knowledge of Google Workspace including Docs, Sheets, and Slides
- Strong written and verbal communication skills
- Ability to manage time well and work independently
- Ability to maintain confidentiality in all aspects of job responsibilities

## Communications Student Assistant

Represent the [Department's Name] [\\*hyperlink to Department's website\\*](#) and Stony Brook University to promote services to students through a variety of channels, including [key responsibilities that are relevant to the position and students] social media platforms, emails, high traffic areas of campus, club and organization outreach, residence halls and commuter communities.

### Information to include:

\*Undergraduate/graduate standing

\*Pay ([pay level](#), minimum wage \$16 per hour)

\*Time Commitment (hours per week or range of hours)

\*Location (in-person language)

\*Opportunity to learn [Career Readiness Competencies](#)

**Pay:** \$##.## per hour

**Time Commitment:** # to # hours per week when classes are in session; option to work in the summer and/or winter intersessions.

**Location:** In-person; West Campus OR East Campus OR Transportation required

In this position, the Communications Student Assistant will work with professional staff and gain knowledge in marketing to specific target audiences. This is also a great opportunity to grow various skills including **professional communication, teamwork, and technology skills.**

### Responsibilities:

- Collaborate with Marketing Director on new strategies for increasing engagement and provide updates about current marketing efforts to [Department's Name] staff
- Create innovative promotional content and develop ways to promote events/services
- Utilize social media platforms, like [Instagram](#), to effectively market events
- Distribute current event calendars and marketing materials to offices around campus
- Outreach to clubs, classes, and other groups on campus
- Represent the [Department] on campus, events, and community functions

### Qualifications:

- Matriculated [undergraduate or graduate](#) student at Stony Brook University
- Strong written and verbal communication skills
- Excellent organizational skills and attention to detail
- Ability to manage time well and strive in a fast-paced environment
- Ability to use various social media platforms and social media management tools: [Facebook](#), [Instagram](#), [Twitter](#) and [YouTube](#)
- Ability to maintain confidentiality in all aspects of job responsibilities

## Event Coordinator Student Assistant

The [Department's Name] [\\*hyperlink to Department's website\\*](#) is searching for an [undergraduate and/ or graduate] student to support the operations of the office as an Event Coordinator Student Assistant. Our [Department] works to [key population or functions of the department].

### Information to include:

- \*Undergraduate/graduate standing
- \*Pay ([pay level](#), minimum wage \$16 per hour)
- \*Time Commitment (hours per week)
- \*Location (in-person language)
- \*Opportunity to learn [Career Readiness Competencies](#)

**Pay:** \$##.## per hour

**Time Commitment:** # to # hours per week when classes are in session; option to work in the summer and/or winter intersessions.

**Location:** In-person; West Campus OR East Campus OR Transportation required

In this position, the Event Coordinator Student Assistant will work with professional staff and gain knowledge in the planning, execution, and marketing of [Department] events. This is a great opportunity to grow various skills including **project management, teamwork, and problem solving skills.**

### Responsibilities:

- Assist in the development, planning, and execution of events for the [Department]
- Organize and provide staffing support for events as necessary
- Serve as a team lead for multiple events per semester which includes creating a marketing plan to be shared with the Branding and Marketing team
- Be a present and active member at staff meetings by providing ideas, post-event evaluations and contributing to success of overall programming
- Maintain event schedules for all teams
- Assess an event's overall success and submit findings
- Assist with assignments and projects as needed

### Qualifications:

- Matriculated undergraduate or graduate student at Stony Brook University
- Excellent organizational skills and attention to detail
- Knowledge of Google Workspace including Docs, Sheets, and Slides and Microsoft Office applications including Word, Excel and PowerPoint
- Strong written and verbal communication skills
- Ability to manage time well and work independently
- Ability to maintain confidentiality in all aspects of job responsibilities

## Graphic Designer Student Assistant

The [Department's Name] [\\*hyperlink to Department's website\\*](#) is searching for an [undergraduate and/ or graduate] student to develop digital and print content to support the promotion of services/facilities, resources and events. Our [Department] works to [key population or functions of the department]. The successful candidate will be utilizing software such as [Photoshop, InDesign, Illustrator, Publisher].

### Information to include:

- \*Undergraduate/graduate standing
- \*Pay ([pay level](#), minimum wage \$16 per hour)
- \*Time Commitment (hours per week)
- \*Location (in-person language)
- \*Opportunity to learn [Career Readiness Competencies](#)

**Pay:** \$##.## per hour

**Time Commitment:** # to # hours per week when classes are in session; option to work in the summer and/or winter intersessions.

**Location:** In-person; West Campus OR East Campus OR Transportation required

In this position, the Graphic Designer Student Assistant will work with professional staff and gain knowledge in creating engaging, print and digital, designs. This is a great opportunity to grow various skills including **technology, teamwork and communication skills.**

### Responsibilities

- Develop graphics for use on webpages, lobby screens, department posters and presentations
- Coordinate with the marketing team for needs on a weekly basis
- Design creative materials following Stony Brook University brand guidelines
- Collect quantitative and qualitative data from marketing campaigns
- Support team at in-person events including tabling and outreach
- Complete required training

### Qualifications:

- Matriculated undergraduate or graduate student at Stony Brook University
- Experience with desktop publishing software such as Adobe Creative Suite applications such as Photoshop, Illustrator, and InDesign are preferred
- Ability to manage time well and work independently
- Excellent written and verbal communication skills
- Punctual and responsible with a strong attention to detail, excellent proofreading skills and a strong writing ability.
- Ability to maintain confidentiality in all aspects of job responsibilities



## Marketing Student Assistant

Represent the [Department] [\\*hyperlink to Department's website\\*](#) and Stony Brook University to promote services to students through a variety of channels, including [key responsibilities that are relevant to the position and students] social media platforms, emails, high traffic areas of campus, club and organization outreach, residence halls and commuter communities.

### Information to include:

\*Undergraduate/graduate standing

\*Pay ([pay level](#), minimum wage \$16 per hour)

\*Time Commitment (hours per week)

\*Location (in-person language)

\*Opportunity to learn [Career Readiness Competencies](#)

**Pay:** \$##.## per hour

**Time Commitment:** # to # hours per week when classes are in session; option to work in the summer and/or winter intersessions.

**Location:** In-person; West Campus OR East Campus OR Transportation required

In this position, the Marketing Student Assistant will work with professional staff and gain knowledge in marketing to specific target audiences. This is also a great opportunity to grow various skills including **professional communication, teamwork, and technology skills.**

### Responsibilities:

- Conduct presentations to [Department] staff at weekly staff meetings to provide marketing updates
- Create innovative promotional content and develop ways to promote [Department] events/services
- Utilize social media platforms such as [Instagram](#) to effectively market events
- Distribute current event calendars and marketing materials to offices around campus
- Outreach to clubs, classes, and other groups on campus
- Represent the [Department] on campus, events, and community functions

### Qualifications:

- Matriculated undergraduate or graduate student at Stony Brook University
- Strong written and verbal communication skills
- Excellent organizational skills and attention to detail
- Ability to manage time well and strive in a fast-paced environment
- Ability to use various social media platforms and social media management tools: [Facebook](#), [Instagram](#), [Twitter](#) and [YouTube](#)
- Ability to maintain confidentiality in all aspects of job responsibilities

## Operations Student Assistant

The [Department's Name] [\\*hyperlink to Department's website\\*](#) is looking for a highly motivated [undergraduate or graduate student] to work closely with higher management to ensure that the activities and day-to-day tasks are running efficiently as an Operations Student Assistant.

### Information to include:

- \*Undergraduate/graduate standing
- \*Pay ([pay level](#), minimum wage \$16 per hour)
- \*Time Commitment (hours per week)
- \*Location (in-person language)
- \*Opportunity to learn [Career Readiness Competencies](#)

**Pay:** \$##.## per hour

**Time Commitment:** # to # hours per week when classes are in session; option to work in the summer and/or winter intersessions.

**Location:** In-person; West Campus OR East Campus OR Transportation required

The Operations Student Assistant reports directly to [title of supervisor] and provides administrative support, tracks department activity. This position holds the opportunity to develop important skills including **communication, problem-solving, and professionalism.**

### Responsibilities:

- Work closely with the Operations Manager to oversee daily department operations
- Analyzing all operations and providing recommendations for improvement to the manager
- Assist with onboarding and training of new student employees on procedures and policies
- Schedule meetings and assist in curating team building sessions as required
- Serve as a liaison between [Department's Name] and students, [Other departments or vendors that your department works with consistently] to effectively identify and resolve issues
- Provide excellent customer service and maintain relationships with [Other departments, organizations, and vendors your department works closely with].
- Measure key performance metrics and objectives related to [Department] efficiency.
- Keep, store, maintain, and retrieve records and documents in Google Drive

### Qualifications:

- Matriculated undergraduate or graduate student
- Strong written and verbal communication skills
- Excellent organizational skills and attention to detail
- Ability to manage time well and thrive in a fast-paced environment
- Ability to collaborate in a team environment
- Ability to maintain confidentiality in all aspects of job responsibilities
- Proficient Knowledge of Google Workspace including Docs, Sheets, and Slides



## Peer Educator

The [Department] [\\*hyperlink to Department's website\\*](#) is looking for [undergraduate and/ or graduate] students to be Peer Educators to support [goal of the Department]. Peer Educators will handle a wide range of important duties including [key responsibilities that are relevant to students].

### Information to include:

\*Undergraduate/graduate standing

\*Pay ([pay level](#), minimum wage \$16 per hour)

\*Time Commitment (hours per week)

\*Location (in-person language)

\*Opportunity to learn [Career Readiness Competencies](#)

Pay: \$##.## per hour

Time Commitment: # to # hours per week when classes are in session; option to work in the summer and/or winter intersessions.

Location: In-person; West Campus OR East Campus OR Transportation required

In this position, a Peer Educator will work with professional staff and gain knowledge in educating students on [services provided by department]. This is also a great opportunity to grow various skills including **communication, leadership, career management, and presentation skills.**

### Responsibilities:

- Conduct brief intake in the [Department] with walk-in students to gauge their situations and needs
- Identify needs and explain relevant services and resources available to students
- Encourage students to take appropriate next steps to use the [Department] services
- Accurately identify issues needing professional staff intervention
- Assist with promoting and staffing events
- Collaborate in teams with other interns and professional staff members
- Represent the [Department] on campus, events, and community functions
- Additional tasks and projects as needed

### Qualifications:

- Matriculated undergraduate or graduate student at Stony Brook University
- Strong verbal communication skills
- Interest in helping others and sensitivity to student needs
- Flexibility, willingness to learn and a strong work ethic
- Ability to manage time well and thrive in a fast-paced environment
- Ability to maintain confidentiality in all aspects of job responsibilities
- Knowledge of Google Workspace including Docs, Sheets, and Slides

## Student Research Assistant

The [Department] [\\*hyperlink to Department's website\\*](#) is looking for an [undergraduate and/ or graduate] student to support [goals of the department] as Student Research Assistant. This position will handle a wide range of important duties including [key responsibilities of the position].

### Information to include:

- \*Undergraduate/graduate standing
- \*Pay ([pay level](#), minimum wage \$16 per hour)
- \*Time Commitment (hours per week)
- \*Location (in-person language)
- \*Opportunity to learn [Career Readiness Competencies](#)

Pay: \$## per hour

**Time Commitment:** # to # hours per week when classes are in session; option to work in the summer and/or winter intersessions.

The Student Research Assistant will gain hands-on experience in [describe the area of research and purpose of the research]. This is a great opportunity to grow various transferable skills including **critical thinking**, **project management**, and **technology skills**.

### Responsibilities:

- Assist with data entry and maintain organization of digital documents
- Maintain quality controls standards to preserve the integrity of data and findings
- Conduct pre-screening interviews and collect written permission from all participants
- Analyze data using various statistical methods
- Write reports to summarize data and the implications of the results
- Prepare progress reports and other articles, reports and presentations
- Monitor and store inventory and equipment
- Other duties as needed

### Qualifications:

- Matriculated undergraduate or graduate student at Stony Brook University
- Have interest in [area(s) of research this position pertains to]
- Excellent organizational skills and attention to detail
- Knowledge of Microsoft Office and Google Workspace applications including Excel and Sheets
- Strong written and verbal communication skills
- Ability to manage time well and strive in a fast-paced environment
- Ability to maintain confidentiality in all aspects of job responsibilities

## Website Designer Student Assistant

The [Department's Name] [\\*hyperlink to Department's website\\*](#) is searching for an [undergraduate and/ or graduate] student to support the website of our office as a Website Designer Student Assistant. Our [Department] works to [key population or functions of the department].

### Information to include:

- \*Undergraduate/graduate standing
- \*Pay ([pay level](#), minimum wage \$16 per hour)
- \*Time Commitment (hours per week)
- \*Location (in-person language)
- \*Opportunity to learn [Career Readiness Competencies](#)

**Pay:** \$##.## per hour

**Time Commitment:** # to # hours per week when classes are in session; option to work in the summer and/or winter intersessions.

**Location:** In-person; West Campus OR East Campus OR Transportation required

In this position, the Website Designer Student Assistant will work with professional staff and gain knowledge in content and website management. This is a great opportunity to grow various skills including **project management, technology, and teamwork skills**.

### Responsibilities:

- Design effective and user-friendly layouts for the [Department]'s website
- Collaborate with [Department] office staff on website content
- Migrate website content to new templates within our content management system
- Update and perform maintenance websites
- Troubleshoot and resolve problems related to web pages
- Research SEO, and make recommendations on key words and alt tags
- Assist with assignments and projects as needed

### Qualifications:

- Currently matriculated undergraduate or graduate student at Stony Brook University
- Working understanding of content management systems and databases (OmniCMS, Wordpress, MySQL)
- Some experience with HTML and CSS
- Ability to manage time well and work independently
- Ability to maintain confidentiality in all aspects of job responsibilities
- Punctual and responsible with a strong attention to detail, excellent proofreading skills and a strong writing ability.
- Ability to maintain confidentiality in all aspects of job responsibilities