Developing a Job Description

Strong job descriptions are essential for both students and their supervisors as a written record of job expectations. This will let the student know if they are a qualified candidate, whether the position is of interest to them, and what will be expected of them if hired. This will help supervisors recruit strong candidates, and it will serve as a reference when providing instruction and feedback.

Job Responsibilities

When writing the job responsibilities for the position, consider these questions.

- What will the student be doing on a daily basis?
- Are there any bigger projects the student will be working on?
- Who will the student be interacting with?
- What is the student responsible for?

Skill Development

Skill development is important for the recruitment of students. Student employment can serve as a meaningful and experiential activity for students. Therefore, students should be aware of what they can learn by working for your department.

- What are some transferable skills the student may gain?
- How can this job help them in their future endeavors?
- How will this job serve as a talking point on their resume?

Qualifications/Requirements

When deciding on the skills and qualifications for the position, consider these questions in the following areas.

Job Type: What kind of position(s) are you hiring for? Student Assistants? Federal Work Study positions?

Education: Will you hire an undergraduate or a graduate student? Are both eligible?

Time Commitment: How many hours per week?

Location: West Campus or East Campus?

Experience: Should the student have previous experiences? Are there any programs or software skills that are preferred? What are some of the skills necessary to succeed in this position?

Physical: Will the student be lifting or performing any manual tasks? Will the student be spending long periods of time standing?

Application Instructions

This will explain to the student how to properly apply for the position.

- Would you be reviewing resumes and cover letters?
- Do you want any additional documents (example: writing sample or graphic design sample)?
- Will applicants be submitting their materials through Handshake? Or linking to an external form (example: Google Form or Qualtrics)?