**JOB DESCRIPTION REQUIRED INFORMATION**

**You may add additional sections but cannot remove the required items.**

**\*Rolling hire:**

This position is continually hiring. Do not wait to apply!

**\*\*Duties and responsibilities:**

* Include the basic duties and responsibilities

**\*\*General qualifications:**

* Include the basic qualifications for the position. Information should be based upon the position level if various duties are assigned to different levels
* If you are requesting additional documentation such as a resume or writing sample, you can note that in this section.

**\*\*Evaluation procedure:**

* An evaluation procedure must be determined and noted.
* If you do not have an evaluation procedure, indicate ‘none’

**\*\*Classification levels** *(if applicable - use roman numerals)***:**

* If all students are paid the same rate while doing the same job, you do not have to include a classification level and can indicate ‘none’
* If there is a pay scale being used for students doing the same job, you MUST detail the hourly pay rate and how that might change based on a student’s level of experience.

**\*\*Scheduling and hours per week:**

* Include the hours during which a student might work. If applicable, you may also include the specific time frame or schedule that is required for the position*.*
* Include the minimum/maximum or number of hours required each week.

**\*\*\*Department location:**

* Include additional information if the department location is different from the ‘Job location’.

**\*\*Application process:**

* **Submit application through Handshake**
* Include additional application steps *(if applicable)*

**\*\*Supervisor(s):** Any supervisors of the position must be listed.

**Contact name(s):** Include the name of the contact person if different from the supervisor.

**Contact email(s):**

\*Required only if the position is continually hiring and does not have a cutoff date for hire.

\*\*Required information in the job description.

\*\*\*Required only if the job duties take place outside of the department location.

The non-starred items are not required but highly suggested.

**JOB DESCRIPTION TEMPLATE**

**Rolling hire*:***

This position is continually hiring. Do not wait to apply!

**Duties and responsibilities:**

**General qualifications:**

**Evaluation procedure:**

**Classification levels:**

**Scheduling and hours per week:**

**Department location*:***

**Application process:**

Submit application through Handshake

**Supervisor(s):**