

## Job Description Template Notes and Requirements

The job description template should be used for all job descriptions and is available for download on our [website](#) in both PDF and Word formats. Please review the notes and requirements below regarding each header to determine which headings are required. You are welcome to add additional headers if needed.

**\*Rolling hire:** This should be used if your position will be posted continually throughout the semester/year.

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

**\*\*General qualifications:**

**\*\*Evaluation procedure:**

- An evaluation procedure must be noted if you have one.
- If you do not have an evaluation procedure, indicate 'none'

**\*\*Classification levels:**

- 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. Each subsequent pay rate should be noted as a roman numeral, i.e. Student Work I, Student Worker II, Student Worker III, or Student Worker IV.
  - Students may be hired at a higher classification level to start if experience from a previous job relevant to the position is documented and on hand with the supervisor such as a resume.

**\*\*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:** This only needs to be included if the job location is different from your department 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):** Include the email of the contact person if different from the supervisor

*\*Required if applicable \*\*Required*