JOB DESCRIPTION EXAMPLE

Job Title: Financial Aid - Department Assistant I (12078)

Duties and responsibilities:
The position of Department Assistant I in the Financial Aid Office assists with document tracking, filing, organizing, and special projects. Department Assistant levels II-IV duties may also include training and supervising responsibilities.

General qualifications:
Reliability, attention to detail, organizational skills, and ability to work independently is mandatory. Applicants must be willing to sign a confidentiality agreement and have federal workstudy or term-time eligibility. Preference given to freshmen but all may apply.

Evaluation procedure:
Evaluations are completed after 30 days of employment and based upon review of work performed.

Classification levels:
The base pay rate for the Department Assistant I level is $11.00 per hour. Classification levels are based upon years employed with the Financial Aid Office. Pay rate increases by $.25 in subsequent years.

Scheduling and hours per week:
Scheduling is flexible. Students are expected to work 6-10 hours per week.

Application process:
- Submit application through Handshake
- Send resume through Handshake or via email to amcfadzen@wesleyan.edu.

Supervisors: Ali McFadzen, Jen Duncan
Contact: Ali McFadzen
Contact email: amcfadzen@wesleyan.edu
JOB DESCRIPTION EXAMPLE

Job Title: Bon Appetit – Summer Farmer (12345)

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

Duties and responsibilities:
As a small independent group of summer farmers, you will be responsible for collaboratively managing our two-acre student-run farm. Through training during the Spring semester and firsthand experience, you will learn the skills necessary for day-to-day farming as well as for the long-term decision making and planning that is involved in running a farm. You will also have freedom to experiment and explore your own farming interests.

General qualifications:
Long Lane Farm is seeking self-motivated, enthusiastic, creative, and hard working applicants for our summer farm positions. No prior experience necessary!

Evaluation procedure:
None

Classification levels:
None

Scheduling and hours per week:
The work schedule is flexible. Students are expected to work 3-4 hours per week.

Department location:
Work is performed at Long Lane Farm at 243 Long Lane. Wesleyan Dining by Bon Appetit is the department responsible for the position. Bon Appetit office is located in Usdan.

Application process:
Submit application through Handshake

Supervisors: Bob Smith

Contact: Bob Smith

Contact email: bsmith12345@wesleyan.edu