

Student Employee Request Form

Department and Banner Org or Name of Employing Agency:

Term of Employment: Full Academic Year, Fall Only, or Spring Only,
(Circle requested term/s) Full Summer Term, Summer I Only, or Summer II Only

Position Title: _____

Length of Employment: _____

Number of Positions Available: _____

Job Location: _____

Address of Employer: _____

Contact: _____

E-mail: _____

Phone: _____

Purpose of Position:

Job Description:

Include Duties and Responsibilities, Qualifications, the Freedom of Action, the Complexity and Problem Solving, the Scope and Effect, the Breadth of Responsibility, and the amount of Direct Supervision Exercised to be expected of the Student Employee filling this position.

Hours per week: _____

Funded: Federal Work Study or Regular

QUALIFICATIONS

Consider the level of Education/Knowledge required for successful job performance.

1. level and type of minimum education
2. licenses or certification
3. specific skills

Consider the level of experience required for successful job performance.

DUTIES AND RESPONSIBILITIES

List and completely explain the current duties and responsibilities of the position.

FREEDOM OF ACTION

Consider the degree to which the position is structured and the types of control placed on work assignments.

1. Controls are exercised in the way assignments are made
2. how instructions are given to the employee
3. how work assignments are checked
4. how priorities, deadlines and objectives are set

COMPLEXITY AND PROBLEM SOLVING

Consider the degree of problem solving required, the types of problems encountered, and how these problems are solved.

Consider the amount of judgment and thought required as determined by the complexity of duties.

Also consider whether guidelines, standards, and precedents are available to assist in solving problems.

SCOPE AND EFFECT

Consider the position's responsibility for accomplishing the mission of the institution.

Consider also the types of decisions regularly required of the position, and how the position's work product supports, guides or develops the goals of the work unit, department, and institution. Take into consideration the size of the area that could be affected if the position's duties were performed incorrectly and any long-term affects of such an error.

BREADTH OF RESPONSIBILITY

Consider what functional area(s) for which this job has formal and ongoing management accountability and responsibility. Consider the level of responsibility and accountability with respect to primary activities performed.

DIRECT SUPERVISION EXERCISED

Consider the type of supervision this position has over other employees. Informal work relationships should not be considered.

Shepherd University Department

Job Title:

Division:

Department:

Job Summary:

Job Description:

- Answer Phones
- Make Copies as requested
- Filing as needed

Qualifications:

- **Knowledge of:**
- **Skills in:**
Microsoft Word, Microsoft Excel,
- **Ability to:**
Be customer service friendly
Independently resolve problems with customers

Payment Specifications

Work Payment: Regular or FWS

Annual Stipend: 0

Stipend per Month: 0

Stipends per year: 0

Works Hours and Specifications

Hours Per week: 2-3 hours

Work Time frames: Mon- Friday several shifts available

Supervision:

Immediate supervisor and alternate, please specify who the immediate supervisor is.