



### **Student Position Description**

**(Complete one per unique position; multiple students may be hired to fill one position)**

Hiring Cluster/Organization Unit:

Hiring Supervisor:

Email:

Job Title:

List top six responsibilities of this position:

Position coverage requirements: *(based hours of work required to meet need of the office)*

# of Hrs per week

# of weeks per month

Months (select all that apply)

How do these activities support the mission of the institution?

What is the impact of not having this student position?

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For Human Resources Use Only:	\$8.00, 8.25, 8.50, 8.75
Classification:	Pay Range: \$9.00, 9.25, 9.50, 9.75
	\$10.00, 10.25, 10.50, 10.75
	\$11.00, 11.25, 11.50, 11.75
	Other: _____

\_\_\_\_\_  
HR Rep Name/Signature

\_\_\_\_\_  
Date