STUDENT WORK STUDY EMPLOYEE JOB DESCRIPTION FORM

Each department who has been approved to hire a new or rehire a current employee MUST complete a job description and duty form to justify the need for a student work study employee. Each description should reflect the requirements that the student work study employee will meet. Job descriptions and duties are foundational to any approved department. Job descriptions and duties help inform students of various types of jobs, responsibilities, and expectations. Allow students to visualize a “career path” while at Northern and understand the learning opportunities for each job on campus. No job should be promised to a student without prior approval by the Work-Study Coordinator.

Student Work Study Employee Job Description

Job Title: ___________________________ Department Name: ______________________________

Supervisor Name: ___________________________ Email: _______________________________

Phone Number: ___________________________

Campus: _____ Espanola  _____ Off-Campus  _____ America Reads

Hourly Pay Rate: $7.50  Period of Employment: _____ Fall and Spring  _____ Summer

Job Description:
______________________________________________________________
______________________________________________________________
______________________________________________________________
______________________________________________________________
______________________________________________________________

Duties and Responsibilities:
______________________________________________________________
______________________________________________________________
______________________________________________________________
______________________________________________________________
______________________________________________________________

How to Apply:

_____ Call first for an interview   _____ Apply in person at the department

_____ Email cover letter and resume  _____ Attach copy of class schedule