

THE EVERGREEN STATE COLLEGE
STUDENT EMPLOYMENT JOB DESCRIPTION FORM

In order to request that a new student position be posted on the job board, please complete this form for each job you are requesting and return it to the Student Employment Office in Lib 1115. Instructions for completing this form are on the reverse side of this page. You may also e-mail your job descriptions to the Student Employment Office at seo@evergreen.edu if you include all the necessary information below:

1) EMPLOYER: _____

2) CONTACT PERSON: _____

3) CAMPUS EXTENSION: _____ LOCATION: _____

4) JOB TITLE: _____

5) RATE OF PAY: _____ 6) HOURS PER WEEK: _____

7) START DATE: _____ END DATE: _____

8) JOB DESCRIPTION –be specific and provide a detailed description of duties:

9) EDUCATIONAL BENEFITS to be derived from this position:

10) MINIMUM QUALIFICATIONS:

11) FUNDING:

Please post this job as (check all that apply): _____ Institutional
_____ Work/Study

INSTRUCTIONS FOR COMPLETING THE JOB DESCRIPTION FORM

This completed form should be returned to The Student Employment Office, Lib 1115.

- 1) EMPLOYER – The name of the employing unit (Admissions, Academic Advising, CRC, etc.)
- 2) CONTACT PERSON – The name of the person interested students should contact to inquire about how to apply for the position.
- 3) CAMPUS EXTENSION AND LOCATION – The Contact Person's on-campus phone extension and room number.
- 4) JOB TITLE - You may select any job title you feel is appropriate. Choose a title that accurately describes the position. The same job title should also be used on the students' S/TAF paperwork.
- 5) HOURLY PAY RATE – When choosing the rate of pay you should consider the level of responsibility, and the necessary skills and qualifications required for the position, and pay your employees appropriately. You may indicate a single rate of pay or the minimum and maximum pay range to be paid for this position during the period of employment.
- 6) HOURS PER WEEK – Indicate the number of hours you expect the employee to work each week. You may indicate a specific number of hours, or an anticipated range.
- 7) START AND END DATES - Indicated the date the position is available. The ending date for each position may not extend beyond June 30.
- 8) JOB DESCRIPTION - Give a brief, concise description of the position. You may also indicate the number of students you wish to hire in this position. If you feel that a more in depth description is necessary, please provide the concise description on this form for the position announcement and attach the more detailed description to this form.
- 9) EDUCATIONAL BENEFITS - State Work Study students must be placed, whenever possible, in employment related to their academic pursuits. How will this job enhance the student's education or relate to a future career track?
- 10) MINIMUM QUALIFICATIONS - Please be reminded that students use the information listed on the position announcement forms to pre-screen themselves. You must list all the minimum qualifications for this position and base your hiring decision on how closely the applicant meets these requirements.
- 11) FUNDING – Please indicate whether the position should be posted as an institutional (non-work/study) job, or as a work/study job, or as both by checking the appropriate lines.

If you need any assistance in completing this form or have other questions, please feel free to contact the Student Employment Office at extension 5520.