

STUDENT POSITION DESCRIPTION (SPD)

Department \_\_\_\_\_ Account No. \_\_\_\_\_

Position Title of Supervisor \_\_\_\_\_

The purpose of student employment is to give students career related work experience While earning money to assist with educational expenses.

I Brief Summary of Job Activities:

II. Primary job duties and responsibilities (please check all applicable areas) that are required:

- |   |  |
|---|--|
| ___ Audio-visual equipment (use of)<br>Specify equipment _____          | ___ Lifting requirements<br>Less than 20 pounds    |
| ___ Calculator  | ___ 20-30 pounds                                   |
| ___ Cashier   | ___ Over 35 pounds                                 |
| ___ Computer Experience<br>Specify software programs<br>_____<br>_____  | ___ Media Technician<br>Specify area _____         |
| Specify programming languages   | ___ Notetakers                                     |
| Specify hardware _____  | ___ Oversee/direct other student workers           |
| ___ Dishwasher  | ___ Peer Counseling                                |
| ___ Filing  | ___ Photography                                    |
| ___ Grounds/Maintenance work  | ___ Receptionist                                   |
| ___ No power driven equipment _____                                     | ___ Sign Language                                  |
| ___ Hand-held equipment _____<br>(weed whacker/leaf blower)             | ___ Switchboard                                    |
| ___ Power driven machinery _____<br>(riding lawn mower, hi-lo, tractor) | ___ Telephone (Office)                             |
| ___ Janitorial tasks  | ___ Tutor  |
| ___ Lab Assistant   | ___ Specify subject _____                          |
| Specify area _____  | ___ Typing speed _____ wpm                         |
| Specify Clerical Skills   | ___ Waitstaff                                      |
| Specify Technical Skills  | ___ Xerox (copy center)                            |
| ___ Library   | ___ Other<br>Specify if not covered above<br>_____ |

Does this position service the external community in any way? Yes  No   
(If yes, please explain under Additional Information/Comments)

Additional Information/Comments:

Submitted by \_\_\_\_\_

Date \_\_\_\_\_

FOR OFFICE USE ONLY:

Approved \_\_\_\_\_

Date \_\_\_\_\_

Level \_\_\_\_\_

Work Study Eligible \_\_\_\_\_

Work Study Community Service \_\_\_\_\_