

## Student Employment & Job Descriptions

A written job description is an important part of recruiting and hiring student employees, as it provides them with the information they need to determine their interest in the work needing to be done, if they meet the qualifications for the position, if the role aligns with their educational and/or career goals, and what they might learn through the experience. A job description can communicate expectations for the person in the role and can serve as a point of reference during the performance review process.

### Job Description Requirements Dictated by Federal Law

While it is strongly recommended that job descriptions exist for all positions on campus, due to laws governing Federal funding, student employee positions that are paid hourly are required to have a job description that includes the following components:

- Name of position
- Job classification (review job descriptions and salaries on the Student Employment Supervisors [web page](#) under *Supervisors Interested in Developing a New Position*)
- Name and address of employer (i.e. Gettysburg College)
- Department/Office name and location
- Location where the student will perform their duties (if different than above)
- Name of Supervisor and, if different, who the student will report to directly
- Position description
- Rate of pay (review job descriptions and salaries on the Student Employment Supervisors [web page](#) under *Supervisors Interested in Developing a New Position*)
- Duties & Responsibilities, as they relate to the purpose of the role
- Qualifications and specific qualifications for the various levels or rates of pay associated with position
- Length of student's employment
- Gettysburg College's At-Will Employment Statement: *Gettysburg College is an at-will employer. Your employment with Gettysburg College is a voluntary employment-at-will relationship for no definite period of time. You maintain the right to terminate your employment with or without cause at any time, and for any reason. Gettysburg College retains the same right.*
- Procedures for determining a student's rate of pay when a position has multiple rates
- Performance review process and schedule

If you have any questions or concerns, please do not hesitate to contact us going forward. Thank you for helping Gettysburg College ensure we are in compliance.

Student Employment Services: 717-337-6616

Human Resources: 717-337-6202

Financial Aid: 717-337-6611

## SAMPLE JOB DESCRIPTION

**TITLE OF POSITION:** Student Office Assistant II

**CLASSIFICATION:** Clerical II

**EMPLOYER:** Gettysburg College, 300 N. Washington Street, Gettysburg, PA 17325

**OFFICE/DEPARTMENT:** Career Engagement, College Union Building, Suite 204

**GENERAL SUPERVISOR:** Rebecca Barth, Coordinator of Employer Relations

**REPORT TO:** Supervisor as noted above or based on assignment

**START DATE:** January/February 2020

*Gettysburg College is an at-will employer. Your employment with Gettysburg College is a voluntary employment-at-will relationship for no definite period of time. You maintain the right to terminate your employment with or without cause at any time, and for any reason. Gettysburg College retains the same right.*

**ESTIMATED HOURS PER WEEK:** 4-6 hours, dependent on student availability

**RATE OF PAY:** \$7.50/hour; potential for pay increase each academic year of continued employment based on performance review.

**POSITION DESCRIPTION:** As a member of the student office assistant team and the first point of contact via phone and in-person to a diverse group of constituents (i.e. students, staff, faculty, administrators, parents, and prospective families), the person in this role is integral in creating a welcoming environment and helping to serve the needs of all of our constituents. Student Assistants learn the skills necessary to work in an office setting and will get the opportunity to participate in professional development and team building programs. Additionally, each Student Assistant is paired with a Career Counselor for a mentor/mentee connection in the office.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Responsible for the operation of the front desk and providing a welcoming and inclusive environment for all visitors and callers to the office
- Provide general office assistance (answering and transferring calls, word processing, filing, mailings, errands, etc.)
- Knowledge and utilization of Handshake including: opening the check-in kiosk, helping students navigate scheduling appointments, employer and job approvals
- Attend all meetings and workshops for student assistants
- Assist with staffing special events organized by the office
- Special projects as assigned

### **REQUIRED SKILLS:**

- General office and clerical experience
- Good communication and organizational skills

- Outstanding customer service
- Ability to work in a high volume/fast-paced environment

**EVALUATION PROCESS:**

Student Assistant will participate in a mid-semester check-in and end-of-semester performance review with the Supervisor. Based on successful performance, Student Assistant would be eligible to return the following semester for work.