

Student Employment Position Description – Instructions

A position description (PD) must be on file for each combination of Job Title and Level of Responsibility the department will hire before a contract can be processed.

Best Practice: Download and save the blank PD to your computer. When the PD has been completed, re-save and send as an attachment to studentemployment@uwsuper.edu for review and approval.

To complete the PD, utilize the Job Title/Wage Rate Information on the Student Employment page.

When the combination of Job Title and Level of Responsibility has been determined, complete the first section of the PD.

Student Employment Position Description

Job Title: Campus Support Education Assistant Facility Attendant Researcher
 Student Administrative Support Risk Services Technology Student Supervisor

Level of Responsibility: Level I Level II Level III

Title/Wage Rate Table

Job Titles	Level I	Level II	Level III
Facility Attendant	\$8.00/hour	\$9.00/hour	\$10.00/hour
Student Administrative Support	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Education Assistant	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Campus Support	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Risk Services	\$9.00/hour	\$10.00/hour	\$11.00/hour
Researcher	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Technology	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Student Supervisor	\$10.00/hour	\$11.00/hour	\$12.00/hour
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

- Select the Radio Button next to the Job Title the PD is for
- Select the radio button next to the Level of Responsibility the PD is for
- Select the radio button in the box where the combination above lands to determine the pay-rate

Complete the remainder of the PD:

Pay Rate: [REDACTED]

Hiring Department: [REDACTED]

Job Location (building): [REDACTED]

Approximate Hours/Week: [REDACTED]

Anticipated Length of Employment: [REDACTED]

Expected Number of Hires for this Position: [REDACTED]

Contact for Job Posting: [REDACTED]

Primary Supervisor: [REDACTED]

Backup Supervisor: [REDACTED]

- Pay Rate: Must be the rate determined in the first section.
- Hiring Department: Department the student employee is working in and responsible for funding of the student employee's wages.
- Job Location: Building and Room Number most of the work will be completed.
- Approximate Hours/Week: Reminder student assist contracts are limited to a max of 25.00 hours/week and international student employees are limited to a max of 20.00 hours/week.
- Anticipated Length of Employment: How long will you need a student employee in this job title and level of responsibility?
 - o Examples: Academic Year, Semester (renewable), Dependent on length of season/production/etc.
- Expected Number of Hires for this Position: How many student employees are needed for this job title and level of responsibility?
- Contact for Job Posting: If the job were posted in Handshake, who could the student and/or student employment coordinator contact with questions?
- Primary Supervisor: First and Last name of primary supervisor
- Backup Supervisor: First and Last name of backup supervisor
- Job Summary: Give a brief over-view of what the job looks like in a typical day, and what type of applicant should apply.
 - o Example: This position will be working with incoming students during the week of welcome. The primary function of this position is to help new students adjust to life at UWS. This department is looking for enthusiastic, out-going, fun individuals to work with potential students as well as the campus community.
- Job Duties: Include all the job duties the employee would have while working under this PD.
 - o Examples:
 - Facilitate small group discussions.
 - Assist new students in checking in and moving into the residence halls.
 - Greet customers with a positive attitude.
 - Represent the department/university at various functions and community events.

- Minimum Qualifications: Include the minimum qualifications needed to be hired and successful in the position.
 - o Examples:
 - Enrolled at half-time status at UW-Superior with cumulative GPA of ___ or higher.
 - Excellent communication skills in individual and group settings.
 - Strong attention to detail.
 - Must be able to work independently as well as part of a team.
 - Must be willing to work a flexible schedule, including evenings and weekends.

When your PD has been reviewed, you will receive an email from the Student Employment Office either indicating it has been approved or asking for revisions. Respond to the revision request as soon as possible; again, the student employee's contract cannot be processed until the PD is on file.