

Job Description Guidelines



Department Description: to be added later by SEO

This section is intended to orient student applicants to the unit/department of the position they are applying for to help applicants understand the larger scope of work they will be doing.

Example: The SEO is under the umbrella of the Student Financial Services department. The SEO is devoted to helping students become highly qualified, valuable employees upon graduation by supporting departments and staff in creating student employment jobs that are of the highest standard and offer the most essential experiences.

Job Description

This section is intended to give applicants an overview of the position they are applying for.

Example: Seeking an hourly student office assistant to assist with programmatic and administrative support. This includes but is not limited to: answering general questions, explaining processes, and delivering excellent customer service. Looking for candidates that are resourceful, reliable, engaged, and professional.

Job Requirements

This section should outline the list of tasks, duties, and functions that this position carries out.

Example:

- Serve as a first point of contact in the SEO by responding to general inquiries and assisting students in navigating SEO services and programs
- Assist with record keeping, file maintenance, and archiving
- Respond to requests and inquiries related to all aspects of the SEO by phone, email, or in-person communication

Qualifications

This section should outline the minimum skills or experiences a candidate should possess for the position.

Example:

- Computer skills including working with databases, spreadsheets, and word processing
- Communication skills: oral and written
- Competency in working with diverse populations
- Problem-solving and decision-making skills
- Ability to work independently and in a team setting

Desirable Skills

This section should outline any additional skills or experiences that are desirable for a candidate to possess.

Example:

- Experience working with students and or adults with disabilities
- Pattern of excellent attendance and punctuality in prior positions

NACE* Career Competencies

This section is a drop down in Jobx is intended to inform applicants of potential learning outcomes and transferrable skills they may gain in this position.

Critical Thinking/Problem Solving

Oral/Written Communications

Teamwork/Collaboration

Digital Technology

Leadership

Professionalism/Work Ethic

Career Management

Global/Intercultural Fluency

Example: This position hopes to provide student employees with a meaningful work experience. Some intended learning competencies that will be developed in this position include

- Customer service and interpersonal skills
- Resourcefulness and the ability to synthesize information
- Time management and the ability to plan, organize, and prioritize work
- Building and fostering collaborative relationships in a diverse workplace

*National Association of Colleges and Employers