

Student Employment Sample Job Descriptions



A job description should be a very clear and well written overview on what the position will encompass. The qualifications should include anything that is required for a student to be eligible for the job position.

Office Assistant

Job Description: Provide general administrative support in an office setting. Responsibilities (*may include but not limited to*): greeting and providing information to visitors in person and over the phone, entering and maintaining information in database, scheduling appointments, photocopying, sorting and filing paperwork, distributing mail, project assistance and/or with special events and problem solving standard office equipment. Student works under direct supervision and exhibits a low to moderate level of independent judgment.

Qualifications: Must possess a working knowledge of Microsoft software, can easily demonstrate excellent customer service skills and pays close attention to detail.

Lab Assistant/ Technician

Job Description: Assist with the development of a watershed model for headwaters and tributaries of Otter Creek under the direction of the professor. Work will involve the collection of meteorological and environmental data from numerous sources, the assimilation of the data into distributed watershed models, and the generation of water flow estimates that help simulate flood propagation and associated risk down the river. The student work is part of an ongoing research project and will be of high educational value for the student involved.

Qualifications: Must have taken a hydrology class, be organized, responsible, pay close attention to detail and be a contributing team member.

Marketing Coordinator

Job Description: Responsible for providing complex media support in an effort to reach out and communicate with others on and off campus. Develop and edit department marketing materials, photograph and film activities and events, update and edit of content on website, and creatively advertise upcoming events. Student will work under minimal direct supervision and will need to exercise a high level of independent judgment, initiative and creativity.

Qualifications: Must be able to work independently and be able to provide accurate work in a timely manner in addition to having proficient knowledge in video editing and excellent communication skills.

Teaching Assistant

Job Description: Attend all class sessions, supervise lab sessions, provide student support by answering questions and responding to emails, administer and grade; quizzes, tests, and exams, schedule and hold review sessions.

Qualifications: Must have successfully completed the course in a previous year. Must be organized, have time to meet with students, and have a significant amount of knowledge on the topic in order to have the ability to effectively assist with teaching others.

We recommend using the **Student Employment Pay Level Guideline** to best structure student employment wages. This document can be found in the SEO Jobs Board Helpful Documents.