**Guide for Creating Effective Job Descriptions for Student Employment**

This guide helps supervisors develop accurate and consistent job descriptions across campus, providing clarity to student employees and ensuring compliance with college policies.

# Key Elements of a Job Description

## Job Title

All student positions should have the word STUDENT before the title. Use a clear, descriptive title that reflects the role and its responsibilities (e.g., 'Psychology Office Assistant'). Avoid generic terms like 'Student Worker'. Only use the term intern if approved by the Student Employment Office.

## Overview

Provide a summary (2-4 sentences) describing the role and purpose of the position.
Example: The Office Assistant will support the Psychology Department by managing reception tasks and assisting with administrative duties. The Office Assistant will cover the front desk during business hours. This role will require project work to be completed additionally.

## Department Name

Include the department where the student will work.

## Job Reports To

Identify the direct supervisor (name and title).

## \*Hours and Pay Rate

Specify the number of hours offered and if the schedule is fixed or flexible.
Example: 8 hours per week, Monday to Thursday from 9:00 AM - 11:00 AM.
Provide the pay rate. All rates must comply with the student employment wage tiers.

## \*Length of Employment

Define if the role covers the academic year, semester, or a specific project duration.
Example: Fall Semester 2024, August 25 - December 15.



## \*Application Process

Clearly state what materials are required (resume, cover letter, etc.). Especially if there are any other materials required.

\* Asterisks indicate sections that may not apply to every position being posted. All other elements should be included.

**Sections to Develop Further Inside the Job Description**

# Work Requirements

Include only relevant, specific skills and expectations. Select from the following options:

* Desk/space coverage
* Working independently on projects
* Supervising others
* Technical skills (e.g., advanced Excel or design software)
* Subject matter expertise (e.g., knowledge in chemistry or EMT certification)
* Advanced project management (handling multiple tasks and timelines)
* Presentation skills (for tour guides or teaching assistants)
* Extensive workflow (roles with continuous tasks and limited downtime)
* Confidentiality (roles involving sensitive information)

# Tasks, Duties, and Responsibilities (TDRs)

List specific tasks using action verbs. Example:

* Greet students and visitors, providing excellent customer service.
* Assist with data entry and maintenance of department records.
* Organize and manage events, including preparation of materials and follow-up.

# Candidate Qualifications (Knowledge, Skills, and Abilities)

Outline the required or preferred qualifications.

* Must be a currently enrolled, full-time student at [College].
* Strong communication skills in English (verbal and written).
* Able to stand or sit for extended periods and lift 20 lbs comfortably.
* Proficiency in Microsoft Office (preferred).
* Demonstrated ability to work independently and meet deadlines.



All three of these sections are expected to be present in every job description posted. This allows students to fully understand the scope of the position they are applying for. This way students can tailor their materials to the application. Furthermore, supervisors should receive more intricate and thoughtful applications.

**Examples of Acceptable and Unacceptable Job Descriptions**

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| --- | --- |
| Good Example | Poor Example |
| Title: Administrative Office Assistant | Title: Office Worker |
| Overview: The Administrative Office Assistant will support the daily operations of the Career Services Office by managing front-desk reception, scheduling appointments, and assisting with event preparation. This role offers practical experience in administrative tasks and customer service, building skills for future office-based careers. | Overview: Help with office tasks as needed. |
| Tasks, Duties, and Responsibilities (TDRs):Manage front-desk operations by greeting visitors and answering phones.Schedule and confirm student appointments with career advisors.Assist with event planning, including preparing materials and setting up rooms.Maintain office supplies inventory and coordinate restocking with vendors.Process and organize incoming emails and mail.Help update documents and resources for students on Handshake.Ensure confidential handling of sensitive student and office information. | Tasks, Duties, and Responsibilities (TDRs):Do various office tasks. |
| Work Requirements:Customer service skills to engage with students and staff professionally.Technical skills with Microsoft Office (Word, Excel, Outlook).Confidentiality in handling student records and sensitive information.Strong organizational skills and attention to detail.Ability to work independently and as part of a team. | Work Requirements:Basic office knowledge preferred. |

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| Candidate Qualifications (Knowledge, Skills, and Abilities):Must be a currently enrolled as a student at Ithaca College.Demonstrated ability to work independently and meet deadlines.Strong communication skills in English (verbal and written).Able to stand or sit for extended periods and lift 20 lbs comfortably.Proficiency in Microsoft Office (preferred). | Candidate Qualifications (Knowledge, Skills, and Abilities):Student enrolled in classes. |
| Application Process: Submit your resume and cover by [Deadline Date]. | Application Process: Contact supervisor if interested. |

