



ON-CAMPUS EMPLOYMENT – STUDENT ASSISTANT

JOB DESCRIPTION

This template is designed to help departments compose a student assistant job description. It is optimal for all job descriptions within a department to be written using the same format. Please be as thorough and accurate as possible.

Job Title

Department

Supervisor

Job summary:

[Describe primary functions of the job.]

Job functions:

[List key responsibilities of the job.]

Minimum qualifications:

[Educational and job experience which is deemed necessary.]

Abilities required:

[List any specific physical requirements and/or certifications.]

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by student assistants. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required. All student assistants may be required to perform duties outside of their normal responsibilities from time to time, as needed.