**Student Employee Position Description Template**

**Employee Title:** Click or tap here to enter text.

**[DELETE BEFORE POSTING IN HANDSHAKE OR SHARING WITH STUDENT WORKERS – Do not complete this template without referencing the position description guide.]**

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| **General Position Information**  |
| Position Title:  | Click or tap here to enter text. |
| Position Start Date: | [ ] Specific Date: Click or tap to enter a date. |
| [ ] As soon as possible |
| Position End Date:  | [ ] Specific Date: Click or tap to enter a date. |
| [ ] End of academic year |
| [ ] Unknown |
| Is this position eligible for reappointment or extension? | Choose an item. |
|  |  |
| Department, Unit, or School:  | Click or tap here to enter text. |
|  |  |
| Supervisor (if known):  | Click or tap here to enter text. |
|  |  |
| Supervisor contact information (if known):  | Click or tap here to enter text. |
|  |  |
| Work Location(s):  | Click or tap here to enter text. |
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| Expected hours each week/month: | Click or tap here to enter text. |
|  |  |
| Hourly Compensation: | Click or tap here to enter text. |
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| **POSITION DETAILS**  |
| Program Information:  | Click or tap here to enter text. |
| Minimum Qualifications (include all required certifications or trainings):  | Click or tap here to enter text. |
| Preferred Qualifications (if applicable): | Click or tap here to enter text. |

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| **Essential Duties of the Position**  |
| **Duties**  |
| Click or tap here to enter text. |

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| **SCHEDULING** |
| How often are schedules published? | Choose an item. |
| If “other”, please describe: | Click or tap here to enter text. |
|  |  |
| When are schedules published? | Click or tap here to enter text. |
|  |  |
| Scheduling Window: *When students may be scheduled to work:*  | Click or tap here to enter text. |
|  |  |
| Required Shifts (if applicable):  | Click or tap here to enter text. |
|  |  |
| Dates/Times of Mandatory Trainings or Orientations (if applicable): | Click or tap here to enter text. |
|  |  |
| Is this position eligible for a flexible schedule? | Choose an item. |
| If yes, flexible schedule details:  | Click or tap here to enter text. |
|  |  |
| Is this position eligible for a remote schedule? | Choose an item. |
| If yes, type of remote schedule:  | Choose an item. |
|  |  |  |
| Work during academic breaks (Thanksgiving break/Winter break/Spring break):  | Choose an item. |  |
| Work during summer term:  | Choose an item. |  |
|  |  |  |
| Other scheduling notes: | Click or tap here to enter text. |  |

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| **STARTING REQUIREMENTS**  |
| Trainings or certifications that must be completed prior to beginning work:  | Click or tap here to enter text. |

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| Additional Position Information |
| [ ] eappointment Process (if applicable): | Click or tap here to enter text. |
| After-hours communication required?: | Choose an item. |

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| This position is included in the [University of Oregon Student Workers union](https://hr.uoregon.edu/uo-student-workers). |