**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. |
|  | |  |
| 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. | |
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| 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). |