**Position Description for Stipend Student Positions Template**

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

**[DELETE BEFORE POSTING IN HANDSHAKE OR SHARING WITH STUDENTS –NOTE that stipend positions are not included in the UOSW bargaining unit and thus are not covered by the UOSW Collective Bargaining Agreement. There are parameters for stipend positions. Please confirm with unit HR and/or Employee and Labor Relations that your position is appropriate for stipend compensation.]**

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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 |
| 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. |
|  |  |
|  |  |
| Stipend Amount: | Click or tap here to enter text. |
|  |  |
| Stipend pay schedule: | Choose an item. |
|  |  |
| If ‘once’ is selected above, list the expected date of payment. If ‘other’, please explain. | 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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| **Position OVERVIEW** |
| **Summary of duties, responsibilities, goals, etc.** |
| Click or tap here to enter text. |

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