**Student Employee Position Description Template**

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

**[DELETE BEFORE POSTING – Please note that this PD template is intended exclusively for short-term hourly student positions. Short term positions are those which have an intended duration of less than 30 days – meaning less than 30 calendar days between the position’s start and end date. Short-term positions are excluded from the UOSW bargaining unit.]**

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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:  | Click or tap to enter a date. |
|  |
| 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: | 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** |
| When will students receive their schedule? | Click or tap here to enter text. |
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| Scheduling Window: *When students may be scheduled to work:*  | Click or tap here to enter text. |
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| 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. |
|  |  |
| Does this position include remote work? | Choose an item. |
| If yes, type of remote schedule:  | 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. |