**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. |
|  | |  |
| 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. |