

## Instructions for writing a Student Employment Job Description

Based on Casper College Student Employment Policy [1400:05:07](#).

- **Job Title** should reflect the activities of the position.
- **Department/Office**
- **Number of Positions by Funding Source.**
  - **Institutional, grant or other funding** indicates there is funding in your department budget to pay the wages for these positions. Check with your Division Chair regarding funds.
  - **Federally funded positions** are needs-based and funding is tied to the student's federal financial aid application (FAFSA). The funding is not assigned to specific positions, but rather to specific students on a first-come, first-serve basis. Federal funds are not available during the summer.
- **Hours per week.** So the job does not interfere with school, the maximum number of hours per week of work during the Academic year is 15, and 20 hours during the summer. During breaks and summer, if not attending classes, students may work up to 40 hours per week, if funding is available.
- **Days work study is needed.** This could be specific days or flexible.
- **Indicate if work must be done at specific times on specific days.** If this does not apply, enter something like "Flexible between 8 and 5 Monday through Friday."
- **Work Location/Room No.** Enter building and room number.
- **Employment to begin and end** will be in compliance with the Casper College Payroll Office Summer and Academic year pay periods (if in doubt, contact Sharon Bell at 2634).
- **The "Position is matched most closely to the goals of which Casper College program(s) of study"** Match student goals to student employment as closely as possible.
- **Applicants need the following skills and qualifications:** This information helps students self-screen. The more information you include, the better job choice a student can make. If a student must have completed a certain class before being qualified, for example, to TA or tutor, be sure to include this information.
- **Essential job duties** and **Other Job duties** see Casper College Policy Manual [1400:07:05](#)
- **Successful completion criteria** should include a statement related to the student's career goals, and reflect the "essential and other duties" requirements. Refer to this information at the time of evaluation to determine how to rate the student's performance or to assign a grade if the student is earning co-op credit.
- **Evaluation cycle** at a minimum will require the completion of an evaluation by the supervisor upon end of employment.