Instructions for writing a Student Employment Job Description

- **Job Title** should reflect the activities of the position, such as Office Assistant.
- **Department/Office**, such as Student Success Center
- **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 Dept. Head or Academic Assistant 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.** Maximum number of hours per week of work during the Academic year is 15, and 40 hours during the summer, if not attending classes.
- **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 HR Office Summer and Academic year pay periods.
- **Essential job duties, Other Job duties, Specific Skills or Requirements:** For example, “Must have completed ACCT 2010 with an B or higher.”
- **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.