

St John Fisher Student Job Description Form 8/1/2022

A Job Description Form must be completed for each position job title that will be posted in a Department/School. The form is used to identify the job duties. The information provided is one tool in determining if the position qualifies as a Federal Work Study position, a Community Service position under Federal guidelines and/or as a College Non-Work Study position. A completed form must be on file in the Payroll Department, Kearney Administration Building Room 217, prior to a position being filled.

A Job Description Form is required for **each position**, not for each student employee.

Department/School:

The name of the Department/School (Banner Org) where wages will be expensed.

Job Title: Select a position title that accurately describes the position. See following page for general guidelines.

General:

- Administrative Assistant
- Ambassador
- Assistant
- Clerk
- Escort
- Fund Raising
- Office/Clerk
- Receptionist
- Research Support
- Scientific Laboratory Assistant
- Teaching Support

Athletic Department:

- Athletic Office Assistant
- Equipment/Laundry
- Events/Game Management
- Fitness & Weight Room
- Front Desk
- Sports Information
- Team Manager
- Training Room
- Intramurals
- Special Events

Office of Information Technology:

- Acad. Support Tech
- Desktop Support Tech
- Lab Assistant
- Media Tech
- Service Desk Tech
- Service Tech

Writing & Math Tutoring Center:

- WMTCtr Tutor (subject)
- WMTCtr Front Desk Reception
- WMTCtr Learning Assistant (subject)
- WMTCtr Writing Tutor

Other:

Job Description: List the position duties and responsibilities.

Job Qualifications: List required skills.

Educational Benefits: List experience gained that will complement the student's academic program or career goals

(Required for all Federal Work Study job listings):

Pay Range: \$13.20

The pay range is currently the NYS minimum wage. Rates of pay greater than the NYS minimum wage must be pre-approved. Minimum wage is scheduled to be reviews by NYS.

Additional Information: Please answer the following questions as they pertain to this job.

1) This is a tutoring position. Yes No
 If yes, What age group? Pre-school grades K-6 grades 7-12 College
 What subject(s) ? _____

2) This position provides a service(s) **to the college and/or the local community**, improving the quality of life. Yes No
 If yes, please check applicable service(s) provided:
 Child Care
 Public safety or crime prevention and control
 Health Care
 Work in service opportunities
 Transportation, housing, or neighborhood improvement
 Support services for persons with disabilities
 Mentor for such purposes as supporting educational and recreational activities, or counseling

3) Please check any duties and/or responsibilities that apply to this position:
 Handling financial, student or personnel data or records?
 Handling confidential or sensitive data or information?
 Handling cash, checks, or credit card transactions?
 Responsibilities for/or providing services to anyone under the age of 18?
 Processing keys/codes or other means of entry to living spaces within college housing?
 Access to select agents, toxins or hazardous materials as defined by the Centers for Disease Control (CDC)?
 Required to drive a vehicle or transport others?
If yes, a Motor Vehicle Records Check is required. The employee needs to work with their supervisor and Human Resources to complete this process.

Supervisor(s) Position Title:
The supervisor must be present at the work site when the employee is working. The supervisor is authorized to hire, supervise and sign paper timesheets or approve electronic timesheets. They also are the person who regulates hours worked in addition to ensuring the employee is performing his/her duties properly.

Supervisor #1 Position Title: _____

Supervisor #2 Position Title: _____

Submitted by: _____

Date: _____

Signature: _____

PAYROLL DEPARTMENT USE:

Date Form Received: _____

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Common Student Position Duties:

Administrative Assistant: Performs routine clerical and administrative duties. This may include organizing files, preparing documents, scheduling appointments, and supporting office employees.

Ambassador: Shares personal College experience and knowledge with visitors and prospective new students.

Office Assistant: Responsible for organizational and clerical support tasks. This may include organizing files, scheduling appointments, writing copy, proofreading, receiving guests and more, depending on the area and its needs.

Clerk: Performs a variety of clerical tasks, including answering telephones, distributing mail, accessing information in Banner, completing documents, filing records, and other tasks as defined by the Department..

Escort: Accompanies another person or others for protection, guidance, or courtesy.

Receptionist: An office or administrative support position. The work is usually performed in a waiting area such as a lobby or front office desk of an organization or business. The title receptionist is attributed to the person who is employed by an organization to receive or greet any visitors, patients, or clients and answer telephone calls.

Research Support: Employed for the purpose of assisting in academic research. Research assistants are not independent and not directly responsible for the outcome of the research and are responsible to a supervisor or principal investigator. - is a person employed for the purpose of assisting in academic research. Research assistants are not independent and not directly responsible for the outcome of the research and are responsible to a supervisor or principal investigator.

Scientific Laboratory Assistant: Works in a scientific and/or medical laboratory preparing experiments, processing specimens, maintaining lab equipment, and cleaning after experiments.

Teaching Support: Works with teachers to provide extra supervision, care and/or instruction to children.

Tutor: Provides assistance to one or more people on certain subject areas or skills. The tutor spends a few hours on a daily, weekly, or monthly basis to transfer their expertise on the topic or skill to the student. Tutoring can take place in different settings, such as a classroom, a formal tutoring center, or the home of the tutor/learner.