

St John Fisher Student Job Description Form 2024-2025

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 University 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, Office
- Clerk
- Escort
- Fund Raising
- Office/Clerk
- Receptionist
- Research Assistant
- 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 & 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):

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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, accessing information through University systems and supporting office employees.

Ambassador: Shares personal University 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, accessing information through University systems, 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 through University systems, 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 Assistant: 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 Professors to provide extra supervision, care and/or instruction to students.

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.