**Job Description:**

Replace this text with a description of what duties this position will be responsible for and how it fits into the larger operational picture of your department. This is a general overview of the position being offered and should give applicants an idea of what they can expect when working with your department.

**Essential Duties/Responsibilities:**

Include a breakdown of duties (percentages encouraged but not required). Sample as follows:

***50%*** *Assists and greets student and visitors to the office via in person, email and phone*

***20%*** *Work on projects to support the programs, goals of the office in event preparation such as orientation.*

***20%*** *work in excel to input metrics*

***10%*** *Other duties as assigned by supervisor that are in support of office goals, mission and scope of work.*

**Qualifications:**

For qualifications consider what knowledge, skills and abilities you want the student to have entering the position. You can break these down into required and preferred. Keep in mind that many students may not have specific qualifications so if you will be training them to do the job do not require certain qualifications.

**Experience Gained in this Role:**

All on campus positions are now required to include a section in their job description explaining what students will learn from the position. This should be in the form of knowledge, skills, and/or abilities, and must align with **at least two** of the career competencies below. Sample language should be changed to support the job you are posting.

*Career & Self-Development –* Students will gain an awareness of their own strengths and weaknesses, including how to apply feedback received and how to seek out opportunities for development. Students will gain experience developing and maintaining professional relationships.

*Communication – Students will learn how to be better communicators by interacting with peers, co-workers, or customers in writing and/or verbally and nonverbally.   Individuals in this position will improve their active listening skills by interacting with and assisting other students in their job search.*

*Critical Thinking – Students will collaborate with peers and gain analytical skills by evaluating current procedures and determining effectiveness through the use of data and research.*

*Technology – Students will learn how to use Photoshop to create and design marketing materials. This position will teach students how to use office technology to improve efficiency and productivity on the job..*

*Teamwork – Students will gain knowledge about other cultures through interacting with members of the community. This position will provide students with skills to help communicate with others how our choices impact our community.*

*Equity & Inclusion-*Students will demonstrate an open mind and flexibility in new environments. Students will seek out diversity of thought when making decisions to ensure equitable and inclusive practices. Students will engage in anti-racist practices to actively contribute to the institutions mission to become an anti-racist university.

*Leadership-*Students will serve as role models for their co-workers and fellow students. Students will have the opportunity to plan, initiate, manage, complete and evaluate a project.

*Professionalism-* Students demonstrate a positive personal, office, and university brand. Students are present and prepared regardless of the work environment.