



**Student Employment Position Description**  
Career Services Center • Conaton Learning Commons – ML 1161 • (513) 745-4880 • Fax (513) 745-3523

**Org/Fund #** \_\_\_\_\_ **Budget Administrator Signature** \_\_\_\_\_

**Position #** \_\_\_\_\_

**Date** \_\_\_\_\_ **Department:** \_\_\_\_\_

**Immediate Supervisor** \_\_\_\_\_ **Phone number** \_\_\_\_\_

**Position Title** \_\_\_\_\_

**Work Location** \_\_\_\_\_

**Please check the level of responsibility:**

- Routine duties
- Some independent action
- Frequent independent action
- Routinely works independently and makes independent judgement
- Works independently, may include expectation of high levels of confidentiality
- Supervisory responsibilities

Please explain the job duties and percentage of time for each duty.

\_\_\_\_\_  
\_\_\_\_\_

**Please list specialized skills and knowledge required to perform the duties of this position.**

\_\_\_\_\_  
\_\_\_\_\_

**Please list other details that have not been addressed above.**

\_\_\_\_\_  
\_\_\_\_\_

**For office use only:**

Placement: _____	Position Grade: _____	Position #: _____
Date Created: _____	Banner HR _____	Banner FAID _____ Student Master _____
Supervisor Master _____	eRecruiting _____	