



Student Employment Position Description

Career Services • 310 Gallagher Student Center • (513) 745-4880 • Fax (513) 745-3523

Org/Fund # _____ **Budget Administrator Signature** _____

Program # _____

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 level of responsibility.

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

Please lists job duties and 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 _____	