

## Student Employment Job Description Completion Guidance

Before you get started with a new student position, please contact Human Resources (HR), [srenshaw@collegeofidaho.edu](mailto:srenshaw@collegeofidaho.edu) or x5685

1. Identify if your new position will require department budget, work study, or grant funding to pay the student's hourly wage.
2. If the position will be funded by **work-study only** then check the first two boxes, Federal/State Work Study and Campus Work Program.
3. If there is department budget funding available, check the Student Wage Employment, in addition to the Federal/State Work Study and Campus Work Program
4. You may use/post any title that matches your position. However, we encourage you to find a title that matches the positions listed on the Student Position Tiered Pay Scale, or HR will inform you which position title from this document that you should use when completing the [Student Hire Notification](#) (SHN) form. The position title when posting the job on Handshake should **ALWAYS** follow this pattern: **The College of Idaho, Department, Job Title, Work study** (only include Work study if the position requires Work study funding)
5. Time Commitment- reminder that students may **not** work over 20 hours a week when classes are in session. The College recommends that students not work more than 10 hours a week. If the position hours vary, please indicate such- example, 2-8 hours a week
6. Compensation- this will be assigned by HR
7. Position Type- rarely will there be Remote employment opportunities for students- this will need Human Resources approval
8. Position Description- provide a brief description of the position
9. Education/Experience- while some positions will require previous education or experience, most positions are entry level and will require very little previous experience
10. Main Duties/Responsibilities- this should not be a laundry list! List only the main 3-4 duties this position will be responsible for
11. Learning Outcomes and Skills to be Learned- Students are not just learning in the classroom. These employment opportunities will provide them with experience and skills to include on their professional resume.
12. Send the completed document to Human Resources, [srenshaw@collegeofidaho.edu](mailto:srenshaw@collegeofidaho.edu) for review and approval. Once approved Human Resources will send an approval that includes the hourly compensation.
13. Post the position on [Handshake](#); collect applications; interview students; hire; notify those that were not hired that the position has been filled.
14. Complete the [Student Hire Notification](#) to hire the student employee

**Examples of Duties and Experiences that Help Develop Desired Skills**

General Office Clerical	Hospitality/Customer Service	Data Organization/Records Management	Transportation Support	Event Support	Case Management	Tutoring/Lab Support
<ul style="list-style-type: none"> <li>• Answering phones and returning calls</li> <li>• Compose professional correspondence</li> <li>• Monitor mail</li> <li>• Designing communications</li> <li>• Responding to emails</li> <li>• Bulletin board maintenance</li> <li>• Filing</li> <li>• Mailings</li> <li>• Contributing to and managing social media</li> </ul>	<ul style="list-style-type: none"> <li>• Plan events</li> <li>• Recruit members</li> <li>• Communicate with campus and local community members</li> <li>• Create marketing materials for events</li> <li>• Design informational materials</li> <li>• Present to various groups</li> <li>• Contributing to and managing social media</li> </ul>	<ul style="list-style-type: none"> <li>• Research support for faculty</li> <li>• Literature reviews and data reporting</li> <li>• Filing</li> <li>• Data entry</li> <li>• Website reviews</li> </ul>	<ul style="list-style-type: none"> <li>• Transport students to health appointments</li> <li>• Transport students to off-campus sites like: Social Security Office, Banks, Court House, Legal proceeding and appointments</li> </ul>	<ul style="list-style-type: none"> <li>• Calendaring</li> <li>• Follow up communications</li> <li>• Phone calls</li> <li>• Organize mailings</li> <li>• Collaboration With community businesses and campus departments</li> <li>• Event set-up and break Down</li> <li>• Post and take down flyers</li> </ul>	<ul style="list-style-type: none"> <li>• Research and provide community health &amp; wellness resources</li> </ul>	<ul style="list-style-type: none"> <li>• Provide academic support to students</li> <li>• Demonstrate academic processes &amp; Procedures</li> <li>• Maintain accurate records of tutoring sessions</li> <li>• Communicate with faculty to enhance tutoring strategies</li> <li>• Model time management and organizational skills to student seeking support</li> <li>• Maintain lab cleanliness</li> </ul>

**Work-Study Opportunities at C of I and Common Skills and Traits Developed Through Participation**

General Office Clerical	Hospitality/Customer Service	Data Organization/Records Management	Transportation Support	Event Coordination	Case Management Support	Tutoring/Lab Support
<ul style="list-style-type: none"> <li>• Communication</li> <li>• Customer service</li> <li>• Listening</li> <li>• Professional relationships</li> <li>• Conflict resolution</li> <li>• Collaboration</li> <li>• Leadership</li> <li>• Campus networking</li> <li>• Self-confidence</li> <li>• Responsibility</li> <li>• Event management</li> <li>• Develop language/enhance skills</li> </ul>	<ul style="list-style-type: none"> <li>• Communication</li> <li>• Customer service</li> <li>• Listening</li> <li>• Relationships</li> <li>• Conflict resolution</li> <li>• Collaboration</li> <li>• Leadership</li> <li>• Networking</li> <li>• Self-confidence</li> <li>• Accepts responsibility</li> <li>• Organization</li> </ul>	<ul style="list-style-type: none"> <li>• Communication</li> <li>• Hardworking</li> <li>• Detailed Oriented</li> <li>• Motivation</li> <li>• Collaboration</li> </ul>	<ul style="list-style-type: none"> <li>• Communication</li> <li>• Organization</li> <li>• Scheduling</li> <li>• Hardworking</li> <li>• Positive attitude</li> <li>• Confidence</li> <li>• Decision-making</li> <li>• Risk-management/safety protocol knowledge</li> </ul>	<ul style="list-style-type: none"> <li>• Communication</li> <li>• Team work</li> <li>• Leadership</li> <li>• Self-confidence</li> <li>• Adaptability</li> <li>• Organization</li> <li>• Presentation skills</li> </ul>	<ul style="list-style-type: none"> <li>• Communication</li> <li>• Organization</li> <li>• Confidentiality</li> <li>• Integrity</li> </ul>	<ul style="list-style-type: none"> <li>• Communication</li> <li>• Listening</li> <li>• Decision making</li> <li>• Attention to detail</li> <li>• Customer service</li> <li>• Positive attitude</li> <li>• Problem Solving</li> <li>• Collaboration</li> <li>• Leadership</li> <li>• Reliability</li> <li>• Organization</li> <li>• Accepts responsibility</li> <li>• Integrity</li> </ul>