

St John Fisher College
Student Employment Program
Job Description Form

Payroll Department
Kearney Admin Bldg, K-217
Phone: (585) 385-8056
Fax: (585) 385-8438
e-mail: eoconnor@sjfc.edu

This job description form is used to record the job title, the job duties and addition information regarding a student position that you would like to offer in your area. This information is used to determine if a position qualifies as a Federal work study or a Community Service position as defined under Federal guidelines or as a College non-work study position. A position cannot be filled until an approved job description is on file in the Payroll Department.

A Student Job Description Form needs to be on file in the Payroll Department for **each position**, not each student.

Department: _____

Job Location: _____

Student Job Title: _____

Supervisor: This person must be present at the work site when the student is working. He/she is also the person who regulates & submits hours worked and ensures that the student employee is performing his/her duties properly.

Supervisor's Name: _____

Supervisor's Job Title: _____

Office Phone Number: _____

SJFC E-mail: _____

Please 'X' type of work:

_____ Administrative

_____ Office/Clerical

_____ Athletics – Front Desk Coverage

_____ Athletics – Other

_____ Athletics – Special Event

_____ Child Care

_____ Guide/Chaperon

_____ Information Technology

_____ Maintenance

Other (provide type): _____

_____ Tutor

_____ Lab Assistant

_____ Research Assistant

_____ Teaching Assistant

Job Description - Please list the position's duties and responsibilities:

Please list job qualifications:

Educational Benefits - Please list experience gained that will complement the student's academic program or career goals (required for all Federal Work Study job listings):

Additional Information:

Please answer ('X') the following questions as they pertain to this job.

1) If this is a tutoring position

- a) what age group? pre-school grades K-12 special needs college students
b) what subject(s)? Reading Math Literacy project

2) This position provides a service(s) **to the college and/or the local community**, improving the quality of life.
 Yes No

If yes, please check applicable service(s) provided:

- Child Care
 Public safety or crime prevention and control
 Health Care
 Welfare, social services
 Work in service opportunities
 Transportation, housing, or neighborhood improvement
 Support services for students with disabilities
 Mentor for such purposes as supporting educational and recreational activities, or counseling

3) Please check any duties and/or responsibilities that apply to this position:

- Handling financial, student or personnel data or records?
 Handling confidential or sensitive data or information?
 Handling cash, checks, or credit card transactions?
 Responsibilities for/or providing services to anyone under the age of 18?
 Processing keys/codes or other means of entry to living spaces within college housing?
 Access to select agent, toxins or hazardous materials as defined by the Centers for Disease Control?
 Does this position require the employee to drive a vehicle or transport others?

If yes, a Motor Vehicle Records Check is required. The student needs to provide a copy of his/her license to the Director of Payroll Services.

Submitted by: _____
(Print Name)

Signature: _____ Date: _____

PAYROLL DEPARTMENT USE ONLY:

Date Submitted: _____

Job Description is complete as submitted? Yes No

If "No" what are the issues. Attach a copy of the e-mail that was sent to the supervisor indicating corrections to be made.

ISSUES: _____

Job Description Approval Date: _____

P: mary U: 8/2017