

St John Fisher College
Student Employment Program Job Description Form

INSTRUCTIONS FOR COMPLETING THE STUDENT JOB DESCRIPTION FORM:

A Student Job Description Form must be completed for each position job title a Department/School would like to offer in their area. The form is used to record job duties in addition to other significant information about a student position. This information determines if a position qualifies as a Federal Work Study or Community Service position under Federal guidelines and/or as a College Non-Work Study position. The form must be returned to the Payroll Department, Kearney Administration Building Room 217, for review.

Department/School - The name of the Department/School whose budget the position will be charged.

Department/School Location - The site of the above Department/School.

Job Title - Choose a title from the provided list that accurately describes the position.

Job Location - The primary site(s) the position's job duties will be performed.

Requested Pay scale range - Indicate the minimum and maximum hourly pay rate that you would expect to see this position pay; minimum being the first year working in this position, maximum being the fourth year. NYS Minimum wage is currently \$10.40/hour. Effective 12/31/2018 is will increase to \$11.10/hour. Effective 12/31/2019 is will increase to \$11.80/hour. Effective 12/31/2020 is will increase to \$12.50/hour.

Supervisor Name & Job Title- The name of the person(s) that will be directing/monitoring the student as he/she is working. This person(s) is authorized by the employing Department/School to sign paper time sheets or approve electronic time sheets.

Job Description - Give a brief description of the position's duties and responsibilities. You may also indicate the number of students you wish to hire in this position.

Job Qualifications – List all significant skills/knowledge/qualities for this position which you would base your hiring decision.

Educational Benefits - Work Study students must be placed, whenever possible, in employment related to their academic pursuits. How will this position enhance the student's academic education or relate to a future career track?

Additional Information – Please answer questions 1 – 3.

Contact Information:

St. John Fisher College
Payroll Department
Kearney Administration Building
Room 217
(585)385-8056 or (585)385-8057
Monday – Friday 8:30AM – 4:30PM

St John Fisher College
Student Employment Program Job Description Form

This job description form is used to record job duties in addition to other significant information regarding a student position in your area. This information helps to determine if a position qualifies as College non-work study or Federal work study or Community Service, under Federal guidelines. A position should not be filled until an approved job description form 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/School: _____

Department/School Location: _____

Job Title: Check the appropriate title,

- | | |
|---|---|
| <input type="checkbox"/> Student Annual Fund | <input type="checkbox"/> Student Library Assistant |
| <input type="checkbox"/> Student Ambassador | <input type="checkbox"/> Student Maintenance |
| <input type="checkbox"/> Student Athletics - Special Event | <input type="checkbox"/> Student Note Taker |
| <input type="checkbox"/> Student Athletics – Front Desk/Weight Room | <input type="checkbox"/> Student Nursing Lab Assistant |
| <input type="checkbox"/> Student Athletics – Intramurals | <input type="checkbox"/> Student Office/Admin Assistant |
| <input type="checkbox"/> Student Athletics – Other | <input type="checkbox"/> Student Research Support |
| <input type="checkbox"/> Student Athletics - Special Event | <input type="checkbox"/> Student Scientific Lab Assistant |
| <input type="checkbox"/> Student Child Care | <input type="checkbox"/> Student Teaching Support |
| <input type="checkbox"/> Student Computer Tech | <input type="checkbox"/> Student Tutor – Math |
| <input type="checkbox"/> Student Computer Lab Assistant | <input type="checkbox"/> Student Tutor – Writing |
| <input type="checkbox"/> Student Guide/Chaperon | <input type="checkbox"/> Student Tutor – Other |
| <input type="checkbox"/> Student Information Technology – Other | <input type="checkbox"/> Other: _____ |

Job Location: _____

Suggested Pay scale range: \$ _____/hour to \$ _____/hour

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: _____

Phone Number: _____ E-mail address: _____

Please check type of work:

- | | | |
|--|---|---|
| <input type="checkbox"/> Administrative | <input type="checkbox"/> Child Care | <input type="checkbox"/> Tutor |
| <input type="checkbox"/> Office/Clerical | <input type="checkbox"/> Guide/Chaperon | <input type="checkbox"/> Lab Assistant |
| <input type="checkbox"/> Athletics—Front Desk Coverage | <input type="checkbox"/> Information Technology | <input type="checkbox"/> Research Support |
| <input type="checkbox"/> Athletics—Other | <input type="checkbox"/> Maintenance | <input type="checkbox"/> Teaching Support |
| <input type="checkbox"/> Athletics—Special Event | <input type="checkbox"/> Other: _____ | |

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

Please list any 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 the following questions as they pertain to this job.

1) This is a tutoring position. Yes No

If yes, what age group? Pre-school grades K-6 grades 7-12 college students

Subject(s) Reading Math Literacy project other: _____

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, toxin or hazardous materials as defined by the Centers for Disease Control (CDC)?
- 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 Payroll Director.

I have read the student employment job parameters as outlined by the Department/School for which I work and the Provost's Office, if applicable.

Submitted by: _____ Date: _____

Signature: _____

PAYROLL DEPARTMENT USE ONLY:

Date Received: _____

ISSUES: _____

Job Description Approval Date: _____

Payroll Department Authorization: _____