

Student Worker Position Description Form

(FWSP) Federal Work Study

(IWSP) Institutional Work Study

Department/Location _____

Position title _____

Number of hours needed per week _____

Note: University policy permits a maximum of 20 hours per week during the academic year.

Position Responsibilities

A list is provided below of responsibilities that are typically part of student worker positions. For each responsibility that is applicable to this position, please check the box to the left of the entry. Space is also provided to list other responsibilities that are part of the position.

- performing clerical or data entry tasks
- filing documents in departmental files
- answering the phone and make phone calls on behalf of the department
- creating and updating records in the department database
- copying, sorting and shredding materials
- compiling information as requested by the departmental supervisor
- checking and verifying work to maintain accuracy especially as it relates to data entry
- conducting research using the Internet as requested
- scheduling appointments for the department
- delivering materials to other campus offices
- other (Please specify other responsibilities in addition to those checked above)

Skills, knowledge, and experience required