

# UAH Student Employee Job Description

- Departmental**
- Federal Work-Study**

## Employer Information

Department: \_\_\_\_\_ Phone: \_\_\_\_\_

Building and Room Number: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## Position Information

Descriptive Title (If any): \_\_\_\_\_

Position Classification: (Student Aide I or II; Student Specialist I-V, Non-hourly) \_\_\_\_\_

Purpose/role of position within organization: \_\_\_\_\_

\_\_\_\_\_

Duties and responsibilities: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Qualifications

Skills/Abilities: \_\_\_\_\_

Experience/Knowledge: \_\_\_\_\_

\_\_\_\_\_

Supervision requirement: \_\_\_\_\_

Complexity of work: \_\_\_\_\_

Beginning and ending dates: \_\_\_\_\_

Method and schedule for performance evaluation: \_\_\_\_\_

\_\_\_\_\_