## St John Fisher Student Job Description Form 2024-2025

A Job Description Form must be completed for each position job title that will be posted in a Department/School. The form is used to identify the job duties. The information provided is one tool in determining if the position qualifies as a Federal Work Study position, a Community Service position under Federal guidelines and/or as a University Non-Work Study position. A completed form must be on file in the Payroll Department, Kearney Administration Building Room 217, prior to a position being filled.

A Job Description Form is required for each position, not for each student employee.

Department/School:		
The name of the Department/Scl	hool (Banner Org) where wages will be expensed.	
Job Title: Select a position title that accurately des	scribes the position. See following page for gen	neral guidelines.
Job Title:       Select a position title that accurately destinated accurated accurately destinated accurately destinated accurately destinated accurately destinated accurated accurately destinated accurated accu	Athletic Department: Athletic Office Assistant Equipment/Laundry Events/Game Management Fitness & Weight Room Front Desk Sports Information Team Manager Training Room Intramurals Special Events	Office of Information Technology:         Acad. Support Tech         Desktop Support Tech         Lab Assistant         Media Tech         Service Desk Tech         Service Tech         Writing & Tutoring Center:         WMTCtr Tutor (subject)         WMTCtr Front Desk Reception         WMTCtr Writing Tutor
Job Description: List the position duties and resp	onsibilities.	
Job Qualifications: List required skills.		
Educational Benefits: List experience gained tha (Required for all Fede	at will complement the student's academic progr eral Work Study job listings):	ram or career goals

Pay Range:	\$15.00 /hour				
					ninimum being the first year working in this
	position, maximum being increase to \$15.50/hour.				ve 1/1/2025 NYS minimum wage will
		winininani wage is sche	duled to be reviewed by	N70.	
Additional In	formation: Please answer	the following question	ons as they pertain to t	his job.	
	toring position.	Yes	No		
lf yes, Wh	at age group?	Pre-school	grades K-6	grades 7-12	College/University
Wh	at subject(s) ?				
No If yes,	on provides a service(s) <b>to</b> please check applicable se Child Care Public safety or crime preve Health Care Nork in service opportunitie Fransportation, housing, or	rvice(s) provided: ention and control		<b>ty</b> , improving the quality	/ of life. Yes
	Support services for person	s with disabilities			
	Mentor for such purposes a	s supporting educati	onal and recreational a	activities, or counseling	
	ack any duties and/or respondandling financial, student of Handling confidential or ser Handling cash, checks, or construction Responsibilities for/or provider Processing keys/codes or of Access to select agents, tow Required to drive a vehicle Fyes, a Motor Vehicle Reconstruction Resources to complete this provider the second se	or personnel data or isitive data or informa- redit card transaction ding services to anyo- ther means of entry tins or hazardous ma- or transport others? rds Check is required	records? ation? ns? one under the age of 18 to living spaces within aterials as defined by th	university housing? ne Centers for Disease (	
T s. t/		prove electronic time	sheets. They also are		r is authorized to hire, supervise and es hours worked in addition to ensuring
Superviso	or #2 Position Title:				
<u> </u>					
Submitted by	<u>/:</u>				Date:
Signature:					
	DEPARTMENT USE:				
_					
Date Form R	eceived:				

## St John Fisher Student Job Description Form Common Student Position Duties:

<ul> <li>Administrative Assistant: Performs routine clerical and administrative duties. This may include organizing files, preparing documents, scheduling appointments, accessing information through University systems and supporting office employees.</li> <li>Ambassador: Shares personal University experience and knowledge with visitors and prospective new students.</li> </ul>					
Office Assistant: Responsible for organizational and clerical support tasks. This may include organizing files, scheduling appointments, writing copy, proofreading, accessing information through University systems, receiving guests and more, depending on the area and its needs.					
erk: Performs a variety of clerical tasks, including answering telephones, distributing mail, accessing information through University systems, completing documents, filing records, and other tasks as defined by the Department					
<b>Escort:</b> Accompanies another person or others for protection, guidance, or courtesy.					
<b>Receptionist:</b> An office or administrative support position. The work is usually performed in a waiting area such as a lobby or front office desk of an organization or business. The title receptionist is attributed to the person who is employed by an organization to receive or greet any visitors, patients, or clients and answer telephone calls.					
<b>Research Assistant:</b> Employed for the purpose of assisting in academic research. Research assistants are not independent and not directly responsible for the outcome of the research and are responsible to a supervisor or principal investigator.					
Scientific Laboratory       Works in a scientific and/or medical laboratory preparing experiments, processing specimens, maintaining lab equipment, and cleaning after experiments.					
Teaching Support:         Works with Professors to provide extra supervision, care and/or instruction to students.					

Tutor: Provides assistance to one or more people on certain subject areas or skills. The tutor spends a few hours on a daily, weekly, or monthly basis to transfer their expertise on the topic or skill to the student. Tutoring can take place in different settings, such as a classroom, a formal tutoring center, or the home of the tutor/learner.