

How to write a Job Description in Laker Jobs:

There are specific items that must be included in each job description in Laker Jobs. They include the following:

POSITION INFORMATION:

- Job Title
- Wage/Salary:
 - Must be at least minimum wage of \$9.25/hour beginning Fall 2017. You can find our wage scale when determining step raises and classifications at <http://www.gvsu.edu/studentjobs/wage-rates-32.htm>
- Ultra Time Supervisor Name
- Supervisor Email
- Supervisor G#
- Banner Position Number:
 - This number can be obtained by looking up the FOAP you will be charging at <http://www.gvsu.edu/studentjobs/banner-position-numbers-13.htm>. Enter the Fund and Org Codes to see the Banner Position Numbers. If you do not have a Banner Position Number, please contact Kay Klosowski in University Budgets to set up a Position Number.
 - You will always enter the Banner Position Number as a “W”
- Job Description:
 - Write your job description so that the students will understand if they are qualified for the position. Include things such as the days and hours you are hiring for, the number of hours per week you will need them, the specific job duties, and whether there are any physical requirements such as heavy lifting.
 - Qualifications should include things such as if computer skills are required, customer service experience, attention to detail, confidentiality, good communication skills, working as a team player; anything specific to your office or the job.
- How to Apply:
 - Be specific on what the student needs to do to apply. You can have them apply by sending an application to an email address, applying in person (make sure you include a specific address/location), mailing in their application or resume.
 - Online Application Address: You can put a link here for them to fill out an application

POSTING INFORMATION:

- Job City
 - Please enter where job will be located (Allendale, GR, Traverse City, etc.)
- Position Type:
 - If this job requires Federal Work Study, please highlight GVSU Federal Work Study
 - If this job does not require Federal Work Study, please highlight GVSU Non-Work Study
 - *You can select both options if you are willing to hire both Federal Work Study or Non-Work Study students*
- Applicant Type:
 - Highlight 'Student' or 'Student: Federal Work Study'
 - *Again, you can select both options here as well*
- Post Date
 - When you would like the posting to begin
- Expiration Date:
 - When you would like the posting to end

PLEASE NOTE REGARDING FEDERAL WORK STUDY STUDENTS:

- The job description must include the classification of the position (e.g., reading tutor 1, reading tutor 2, etc.) This can correlate with our Wage Rate Schedule and Classifications (<http://www.gvsu.edu/studentjobs/wage-rates-32.htm>).
- Federal Work Study students *must* have a performance evaluation completed each year. Please include how (i.e. Paper evaluation with in-person meeting to discuss, etc.) and when (i.e. At the end of winter semester, etc.) you plan to evaluate the student in your job description
 - I.E. "The student in this position will receive a paper performance evaluation that will be followed with an in-person meeting between the supervisor and the student at the end of each academic year in which they are employed in this position."