This job description template is meant to be a starting point to create a well-designed job description for Handshake. Feel free to edit and personalize this job template and then copy and paste into Handshake for a more efficient and informative job posting.

**Office Information**

Tell potential applicants a little bit about your office, where you are located, and what your role is within the GVSU community. Typically, a 3-4 sentence paragraph will suffice.

**Job Description and Purpose**

Tell potential applicants about the purpose of student employees within your office. What do you rely on them for? How are they instrumental to the work your office does? What does a typical day in your office look like? How long would you like this student to work in your office? Typically, a 5-8 sentence paragraph will suffice.

**Frequent Tasks**

-Example 1

-Example 2

-Example 3

-Example 4

-Example 5

**Hours**

-List the minimum number of working hours preferred for this position per week

-Maximum amount of 25 hours per week during the academic year

-Are there specific days or times of the day you need covered?

-Will students be required to work during GVSU breaks?

-Will you provide hour flexibility during holidays, GVSU breaks or exam week?

**Qualifications**

-What programs/systems should the student be familiar with?

-What characteristics are you looking for?

-Are they expected to work independently or as part of a team?

-Are there any physical demands the student should be aware of?

-Do you require Federal Work-Study funding?

-Must be enrolled in at least 6 credits

**Interview and Start Date**

Tell your potential applicants when you expect to conduct interviews, when they can expect to hear back from you, and when you would like new hires to begin working.

Here is an example of what a typical Student Employment Front Desk job description looks like.

**Office Information**

The Student Employment Office (SEO) is part of the Office of Financial Aid and Scholarships. We are located on the Allendale Campus in room 104a in the Arend and Nancy Lubbers Student Services Center. We work with all GVSU departments and the community to help create part-time and summer employment opportunities for GVSU students. We are a small department but play a big role within the campus community.

**Job Description and Purpose**

The purpose of Student Employment is to aid GVSU students in obtaining employment that will help finance their education and develop work skills for their future career choice. Student assistants within our office help us further that goal. This is completed through tasks such as helping students fill out I-9 forms, answering student and supervisor questions through email, phone or walk ins as well as assisting students with any other employment related needs they might have. This is all done in a kind and respectful manner as customer service is of the utmost importance within our office.

**Frequent Tasks**

-Greeting visitors and students

-Processing Federal I-9 forms, tax documentation, and completing employment verifications

-Answering phones and taking messages

-Copy, fax, scan and deliver documents

-Perform light cleaning when needed

-Special projects/events and other duties as assigned

**Hours**

-Minimum of 12-15 hours per week with 15-20 hours per week preferred

-25 hours per week maximum (more hours may be available during some GVSU breaks)

**Qualifications**

-Familiarity with Handshake and Microsoft Office applications

-Dependability and commitment to the position

-Highly motivated, organized, and detail oriented

-A professional and positive demeanor

-Respectful and kind attitude towards everyone with excellent customer service skills

-Ability to work as part of a team as well as independently

-Effective verbal and written communication skills

-Willingness to learn, be flexible, and take on new initiatives

-GVSU student enrolled in at least 6 credits

-Familiarity with FERPA and student confidentiality regulations

**Start Date** – This job closes on August 5 with the intent of interviewing the following week. Job offers will be extended on August 15 in the hopes that new hires will start on August 22.