



### HOW TO WRITE A PROPER JOB DESCRIPTION

Strong job descriptions are essential for both students and their supervisors as a written record of job expectations. This will let the student know if they are qualified, whether the position is of interest to them, and what will be expected of them if hired. This will help supervisors recruit the strongest candidates and it will serve as a reference when providing the worker with performance evaluations.

#### Job Responsibilities

When writing the job responsibilities for the position, consider these questions.

What will the student be doing on a daily basis?  
Are there any bigger projects the student will be working on?  
Who will the student be interacting with?  
What is the student responsible for?

#### Skill Development

Skill development is important for the recruitment of students. Student employment can serve as a meaningful and experiential activity for workers. Therefore, these students should be aware of what they can learn by working for your department.

What are some transferable skills the student may gain?  
How can this job help them in their future endeavors?  
How will this job serve as a talking point on their resume?

#### Qualifications/Requirements

When deciding on the skills and qualifications for the position, consider these questions in the following areas.

Job Type: What kind of position(s) are you hiring for? Student Assistants? Federal Work Study positions?

Education: Are you looking for students of a certain major? Certain G.P.A? Will you hire an undergraduate or a graduate student?

Experience: Should the student have previous experience in the field? Are there any programs the worker must be proficient in to complete his/her duties? What are some of the skills necessary to succeed in this position?

Physical: Will the student be lifting or performing any manual tasks? Will the student be spending long periods of time standing?

#### Application Instructions

This will explain to the student how to properly apply for the position.

Would you like a resume and cover letter?  
Do you prefer references or letters of recommendation?  
Should the student submit their materials through Handshake?