



## Student Employment Job Description Form

**INSTRUCTIONS:** All on-campus student employment vacancies must be listed with the Business Office before eligible students can be referred for interviews with you. Use this form to post a new job; keep a copy and send form to the Business Office. Job descriptions are **required** for each position before it can be posted. Once a job description is on file, call x4340, x4200 or email [foresterjobs@huntington.edu](mailto:foresterjobs@huntington.edu) to report a vacancy for that same job or to cancel a job posting.

*Submission Date:*

Job Title:		Department:	
Contact Person:		Title:	
Email:		Phone:	
Federal Work-Study Only	<input type="checkbox"/> Y <input type="checkbox"/> N	Number of Positions:	
Start Date:		End Date:	
Hours Per Week: (10-15 max)		Specific Days/Times: (if any)	
Wage Rate:	\$7.25 _____ (If more, business office to approve)	Application deadline:	
Describe the essential functions and duties:		<input type="checkbox"/> Microsoft Word	
Required Qualifications:		<input type="checkbox"/> Microsoft Excel	
		<input type="checkbox"/> _____	
		<input type="checkbox"/> _____	
Preferred Qualifications:			
Professional Competencies: These skills are the top personal qualities and skills sought by employers. Please check all skills student employees will develop through this position. Please add additional skills appropriate for your area.	<input type="checkbox"/> Ability to work in a team structure.	Appropriate Dress:	
	<input type="checkbox"/> Ability to make decisions and solve problems.	<input type="checkbox"/> Business casual (khakis)	
<input type="checkbox"/> Ability to plan, organize and prioritize work.	<input type="checkbox"/> Collared shirt	<input type="checkbox"/> HU collared shirt	
<input type="checkbox"/> Ability to verbally communicate with persons inside and outside the organization.	<input type="checkbox"/> T-Shirt	<input type="checkbox"/> HU T-Shirt	
<input type="checkbox"/> Ability to obtain and process information.	<input type="checkbox"/> Ability to analyze quantitative data.	<input type="checkbox"/> Jeans	
<input type="checkbox"/> Ability to create and/or edit written reports.	<input type="checkbox"/> Ability to sell or influence others.	<input type="checkbox"/> Khakis	
<input type="checkbox"/> Proficiency with computer software programs, <i>please list</i> _____	<input type="checkbox"/> Business professional (dress slacks)	<input type="checkbox"/> Athletic attire (HU)	
<input type="checkbox"/> Additional professional competencies: _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____	
Student Contact Procedure (mark all that apply)	<input type="checkbox"/> Call <input type="checkbox"/> Stop In (Location) _____ <input type="checkbox"/> Submit resume <input type="checkbox"/> Email _____		
Approved By:		Date:	