St John Fisher Student Job Description Form 2023-2024

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 Non-Work Study position. A completed form must be on file in the Payroll Department, KearneyAdministration Building Room 217, prior to a position being filled.

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

12/15/2023

· ·	describes the position. See following page for ge	•
General: Administrative Assistant Ambassador Assistant Clerk Escort Fund Raising Office/Clerk Receptionist Research Support Scientific Laboratory Assistant Teaching Support	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 & Math Tutoring Center: WMTCtr Tutor (subject) WMTCtr Front Desk Reception WMTCtr Learning Assistant (subject) WMTCtr Writing Tutor
Other: Job Description: List the position duties and re	esponsibilities.	
Job Qualifications: List required skills.		
	that will complement the student's academic prog	ram or career goals
	ederal Work Study job listings):	

Pay Range:	\$1 5.00	/hour to						
				pay rate that you would YS minimum wage is c				-
1) This is a tuto		ase answe	r the following qu Yes Pre-school	nestions as they pertagonal No grades K-6		des 7-12	University Stu	udents
Wha	t subject(s)?							
If yes, plea CI Pt He Fa	se check applinid Care ublic safety or ealth Care amily literacy a ansportation, upport service	crime preventivities or housing, or s for persor	ce(s) provided: ention and contro projects neighborhood in s with disabilities	nprovement	Commu	unity service activit ducation or counseling		No
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Submitted by: Signature:		ue.						
PAYROLL Date Form Re		NT USE:						

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

Administrative Assistant: Performs routine clerical and administrative duties. This may include organizing files, preparing documents, scheduling appointments, and supporting office employees.

Ambassador: Shares personal College experience and knowledge with visitors and prospective new students.

Office Assistant: Responsible for organizational and clerical support tasks. This may include organizing files, scheduling appointments, writing

copy, proofreading, receiving guests and more, depending on the area and its needs.

Clerk: Performs a variety of clerical tasks, including answering telephones, distributing mail, accessing information in Banner, completing

documents, filing records, and other tasks as defined by the Department...

Escort: Accompanies another person or others for protection, guidance, or courtesy.

Receptionist: 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.

Research Support: 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. - is a person 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 Assistant: Works in a scientific and/or medical laboratory preparing experiments, processing specimens, maintaining

lab equipment, and cleaning after experiments.

Teaching Support: Works with teachers to provide extra supervision, care and/or instruction to children.

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.