

Guide to Writing Student Job Descriptions



Student Employment | 507-786-3480

OVERVIEW

A job description is a useful, plain-language tool that describes the purpose, functions, duties, and requirements of a position. The Federal Work-Study Program requires a job description for each student position at St. Olaf College.

Written job descriptions give students the information they need to determine whether they qualify for the job, whether the job is related to their educational or career objectives and whether the job is of interest to them. It also establishes a record to which all parties can refer to and provides a measuring tool for employee performance.

CREATING A JOB DESCRIPTION THAT IS EASY TO READ AND UNDERSTAND

- Be precise.
- Use clear and concise language.
 - Where possible, use words that have a single meaning.
 - Do not use the narrative form when writing a job description, nor write the job description as a step by step guide on how to do the job.
- Do not list an acronym without defining what it means.
- Avoid using subjective modifiers, e.g., high level, occasionally, complex, large, etc., which can have a different meaning for each individual.
- Base the content of the job description on the actual job, not on the individual capabilities, skills, and interests of the student employee.
- Use words that do not raise a question of discrimination (e.g., don't use words such as "youthful" or "able-bodied")

JOB TITLE

List full title (no abbreviations or acronyms)

CLASSIFICATION

***DO NOT EDIT* Student Employee (non-exempt)**

NAME AND ADDRESS OF EMPLOYER

***DO NOT EDIT* St. Olaf College, 1520 St. Olaf Ave, Northfield, MN 55057.** The off campus information only applies to students working in the community based student employment program.

DEPARTMENT NAME

List full department name (no abbreviations or acronyms)

UNIT NUMBER

List your five-digit unit number.

LENGTH OF POSITION

***DO NOT EDIT* See Individual Employment Authorization**

CONTACT PERSON/SUPERVISOR

List full supervisor title (no abbreviations or acronyms; **do not list supervisor name**)

PAY RATE

Check only one. Students performing the same duties should always be paid the same amount. If some students are performing additional duties to receive the supervisor rate, a separate job description should be completed.

DESCRIPTION OF THE POSITION

The description of the position is a concise, 1 or 2 sentence statement providing a reason why this job exists. It allows the student employee to see how his/her job connects to the rest of the department and college. Begin with “To” (e.g., To support the library staff in ...)

(The reason why this job exists is...) To...

EXAMPLES

- To drive seminar assistants to sponsored academic events throughout the year.
- To oversee all aspects of the nightly operation of each intramural sporting contest.
- To ensure the overall security of the campus buildings and grounds.

TRANSFERABLE SKILLS

Transferable skills are skills developed in a specific context and are “transferable” to a variety of other situations and tasks. Use bullets to list up to 8 main transferable skills that are used. Think about what is used most frequently or essential to the job.

SEE LIST OF TRANSFERABLE SKILLS PROVIDED IN THE REFERENCE SECTION OF THIS GUIDE FOR ASSISTANCE.

DUTIES AND RESPONSIBILITIES

Use bullets to list the duties and responsibilities.

- List **all duties** that must be performed.
 - Begin the duties with a present tense action verb (e.g., coordinate, prepare, analyze).
 - List frequently performed duties first.

SEE LIST OF ACTION VERBS PROVIDED IN THE REFERENCE SECTION OF THIS GUIDE FOR ASSISTANCE.

QUALIFICATIONS

Include **Required** Education, Experience and Skills

- Education example: Must have achieved a “B” or higher in Art 150.
- Experience Example: Must have previous experience as a cook in the food service industry.
- Skills example: Must have attention to detail.

DISCLAIMER

DO NOT EDIT!

This job description is for general information purposes. It is not intended to list all duties and responsibilities of the position. This job description is subject to change at any time by St. Olaf College, with or without prior notice.

PHYSICAL AND ENVIRONMENTAL FACTORS

- Complete the Physical and Environmental Factors page describing the physical demands and work environment of the position.
- This form is intended to assist departments in determining the demands of positions and in recognizing any accommodations which may be necessary for the Americans with Disabilities Act (ADA) of 1990. Because this has legal ramifications related to the ADA, it should be prepared thoughtfully.
- Check a frequency box (Not Applicable, Rarely, Occasionally, Frequently, or Continually) for every physical and sensory activity and environmental exposures listed. If the position requires additional factors not listed, please add them on the “Other” line and check the appropriate box.
- Complete the additional questions at the bottom of the form regarding travel, operating hand tools and equipment/machinery, required dress attire, and any additional comments.

Transferable Skills

Transferable skills are skills that are developed in a specific context and are "transferable" to a variety of other situations and tasks.

The verbs under each cluster heading specifically describe transferable skills. The lists are not exhaustive but provide ideas to make your resume and responses to interview questions more concrete.

Communication

speak · write · listen · express · facilitate · provide feedback · negotiate · perceive · persuade · report · describe · interview · edit · articulate · sell · improvise · present · summarize

Human Relations

help · develop · be sensitive · listen · convey · provide support · motivate · share · counsel · cooperate · delegate · perceive · mentor · deal tactfully · empathize · deal with conflict

Problem Solving

anticipate · determine · take control · improvise · stay calm · evaluate · mediate · reconcile · diagnose · refer

Creating

imagine · brainstorm · design · develop · sense · envision · perform · conceptualize · construct · draft · entertain · visualize

Motivation/Leadership

inspire · encourage · lead · convince · persuade · hearten · instill · collaborate · guide · influence · promote · validate

Essential Work Skills

implement · cooperate · enforce · manage · attend to detail · meet goals · enlist help · accept responsibility · set and meet deadlines · organize · decide

Supervising/Management

delegate · instruct · recruit · hire · promote · mediate · troubleshoot · lead · demonstrate · supervise · advise · monitor · resolve · schedule · represent

Research/Quantitative

forecast · predict · create · identify · imagine alternatives · be resourceful · gather · solve · interpret · evaluate · clarify · diagnose · research · set goals · extract · define · analyze · synthesize · develop · calculate · understand

Organization/Planning

initiate · handle · coordinate · mediate · troubleshoot · organize · develop · strategize · arrange · set priorities

Technical

assess · compute · design · engineer · fabricate · operate · program · upgrade · solve

ACTION VERBS

COMMUNICATION/PEOPLE SKILLS

Address	Convey	Explain	Negotiate	Reinforce
Allocate	Convince	Express	Observe	Report
Arrange	Correspond	Formulate	Outline	Resolve
Articulate	Define	Furnish	Participate	Respond
Audit	Describe	Influence	Persuade	Solicit
Clarify	Develop	Interact	Present	Speak
Collaborate	Direct	Involve	Promote	Specify
Communicate	Discuss	Join	Propose	Suggest
Compose	Draft	Listen	Publicize	Summarize
Consult	Edit	Market	Recruit	Translate
Contact	Enlist	Mediate	Refer	Write

RESEARCH SKILLS

Analyze	Determine	Forecast	Investigate	Review
Clarify	Develop	Formulate	Locate	Search
Collect	Diagnose	Gather	Measure	Solve
Compare	Evaluate	Identify	Organize	Summarize
Consider	Examine	Inspect	Plan	Survey
Conduct	Explore	Interpret	Recommend	Systemize
Detect	Extract	Interview	Research	Test

HELPING SKILLS

Accommodate	Assess	Cooperate	Further	Resolve
Adapt	Assist	Counsel	Guide	Serve
Advise	Attend	Demonstrate	Handle	Simplify
Advocate	Clarify	Educate	Help	Strengthen
Aid	Coach	Encourage	Instruct	Supervise
Alleviate	Collaborate	Ensure	Motivate	Supply
Answer	Conduct	Expedite	Present	Support
Arrange	Contribute	Facilitate	Provide	Train

MANAGEMENT/LEADERSHIP SKILLS

Administer	Control	Enhance	Initiate	Recommend
Advise	Convert	Establish	Lead	Reorganize
Analyze	Consult	Execute	Manage	Replace
Approve	Coordinate	Generate	Organize	Restore
Arrange	Decide	Handle	Oversee	Review
Assign	Develop	Hire	Overhaul	Schedule
Attain	Direct	Host	Plan	Strengthen
Authorize	Eliminate	Improve	Prioritize	Supervise
Consolidate	Enforce	Increase	Produce	Train

COACHING/TEACHING SKILLS

Adapt	Conduct	Evaluate	Guide	Stimulate
Advise	Coordinate	Explain	Inform	Teach
Clarify	Develop	Facilitate	Inspire	Test
Coach	Enable	Focus	Instruct	Train
Communicate	Encourage	Formulate	Motivate	Tutor

FINANCIAL/DATA SKILLS

Adjust	Assess	Correct	Manage	Reconcile
Administer	Audit	Determine	Measure	Reduce
Allocate	Balance	Develop	Plan	Report
Analyze	Calculate	Finance	Prepare	Research
Appraise	Compute	Forecast	Project	Retrieve

CREATIVE SKILLS

Adapt	Develop	Forecast	Introduce	Project
Combine	Devise	Formulate	Model	Revise
Conceptualize	Direct	Illustrate	Modify	Revitalize
Create	Display	Initiate	Originate	Shape
Customize	Establish	Institute	Perform	Solve
Design	Estimate	Integrate	Plan	Transform

ORGANIZATION/DETAIL SKILLS

Approve	Distribute	Maintain	Purchase	Schedule
Arrange	Establish	Monitor	Receive	Secure
Categorize	Execute	Obtain	Record	Set up
Collect	File	Order	Register	Submit
Compile	Generate	Organize	Report	Supply
Coordinate	Implement	Prepare	Reserve	Update
Correspond	Incorporate	Process	Respond	Validate
Deliver	Inform	Provide	Review	Verify

TECHNICAL SKILLS

Assemble	Construct	Install	Process	Restore
Build	Convert	Interface	Program	Solve
Calculate	Design	Maintain	Remodel	Specialize
Compute	Develop	Operate	Repair	Standardize
Conserve	Engineer	Print	Replace	Upgrade

ADDITIONAL VERBS

Achieve	Display	Expedite	Prevent	Restore
Activate	Exceed	Further	Reduce	Succeed
Check	Execute	Improve	Recognize	Surpass
Complete	Expand	Innovate	Resolve	Transform



St. Olaf College Student Employee Job Description

Job Title: Office Assistant

Classification: Student Employee (non-exempt)

Name and Address of Employer: St. Olaf College, 1520 St. Olaf Ave, Northfield, MN 55057

If the position requires the student to work off campus, provide the name and address here:

Department Name: Human Resources

Unit Number: 16114

Length of Position: See Employment Authorization

Contact Person/Supervisor:

Pay Rate (Check One) Standard Hourly Rate Supervisory/Special Skills Hourly Rate

Description of the Position (Purpose of the Position):

To assist the Human Resources staff with daily duties and special projects while providing service to our clients.

Transferable Skills:

- Communication
- Attention to detail
- Organization
- Responsibility
- Coordination of projects

Duties and Responsibilities:

- Greet customers in person and by telephone and assist as able. Includes taking messages and scheduling appointments using Google calendar
- Enter data using multiple types of computer software
- Update department website
- Order flowers for qualified employee events
- Update staff and student job bulletin boards
- Compile benefit folders
- Scan, link, proof and purge employee documents
- Special projects as assigned

Qualifications: (Education/Experience/Skills)

- Ability to maintain confidentiality
- Ability to work with minimal supervision
- Skill in using Microsoft office

This job description is for general information purposes. It is not intended to list all duties and responsibilities of the position. This job description is subject to change at any time by St. Olaf College, with or without prior notice.



Physical and Environmental Factors

(Indicate frequency required in a typical shift for this position.)

Physical Activity	Not Applicable	Rarely	Occasionally	Frequently	Continually
Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Standing stationary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Walking/traversing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Crouching (bending at knees)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneeling/crawling	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stooping (bending at waist)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Twisting/pivoting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing/balancing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grasping/handling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pushing/pulling	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting/carrying (< 20 lbs.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lifting/carrying (<50 lbs.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Repetitive motions (constant for 15+ mins; typing, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Driving	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sensory Activity	Not Applicable	Rarely	Occasionally	Frequently	Continually
Talking in person/on phone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Hearing in person/on phone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Vision for close work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Vision for distance or depth	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Distinguishing color	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Feeling by touch	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Loud noise (need raised voice to be heard)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Environmental Exposures	Not Applicable	Rarely	Occasionally	Frequently	Continually
Respiratory (dust/gas/fumes/steam/odors/poor ventilation)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chemicals (includes solvents and oils)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vibrations (exposure to oscillating movements of extremities or whole body)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wet or humid conditions (indoor)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme cold (below 32 degrees)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme heat (above 100 degrees)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Proximity hazards (moving mechanical parts, moving vehicles, electrical current, etc.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heights or cramped quarters	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Protective equipment required (mask, gloves, eyewear, ear plugs, steel toe shoes, respirator)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Travel: % of time Operate Hand Tools: Yes No Operate Equipment/Machinery: Yes No
 Required Dress Attire: Business Casual Business Formal Uniform Other:
 Comments: