**Student Employment Job Description**

Job Classification: Student Employment Job Code: *Student Employment to add*

Job Title:

Academic Year: AY21 Pay Rate: Portland Metro Min. Wage

Supervisor(s) Name: Department:

**Short Description:** *Brief summary (3-4 sentences); must include whom the job reports to, location where employee will perform his/her duties, approximate hours and semesters needed, purpose of the position, and evaluation procedures/schedules.*

**Job Responsibilities:**

**Essential Job Functions:** *List key responsibilities and essential elements of the job, in order of importance.*

**Job Requirements:**

**Minimum Qualifications:** *These qualifications are necessary to perform the job. Be specific*.

**Preferred Qualifications:** *(Optional) These are not essential qualifications for the job, strictly preferred*.

**Applicant Materials Requested:** Resume required for all positions*. Optional items include cover letter, unofficial transcript, references, and supplementary questions*.

* Résumé