Logo

Description automatically generated

**Student Employment Job Description Template**

**Job Title:** \_\_\_\_\_\_\_\_\_\_\_\_\_  
**Job ORG:** \_\_\_\_\_\_\_\_\_\_\_\_\_   
**Position Number:** (Determined by Student Employment)  
**Terms and Hours:** \_\_\_\_\_\_\_\_\_\_\_\_   
**Hourly Wage:** Portland Metro Minimum Wage ($15.45/hour as of July 1, 2023)   
  
**Job Summary**: *(brief paragraph describing job position, supervisor, and schedule)*

**Core duties**: *(Minimum five bullet points outlining job responsibilities and tasks. Please be descriptive and use action verbs.)*

* Core duty 1
* Core duty 2
* Core duty 3
* Core duty 4
* Core duty 5

**Minimum Qualifications**: *(Minimum 3 - 4 bullet points. Can include availability requirements, relevant soft skills, etc.)*

* Minimum Qualification 1
* Minimum Qualification 2
* Minimum Qualification 3

**Preferred Qualifications**: *(Minimum 3 - 4 bullet points. Can include referred majors, classes taken, previous job experience, etc)*

* Preferred Qualification 1
* Preferred Qualification 2
* Preferred Qualification 2

**Physical Requirements**: *(Bullet points as needed. If not applicable, please indicate “N/A.”)*

* Physical Requirement 1
* Physical Requirement 2

**Number of Vacancies:** \_\_\_\_\_\_\_\_\_\_\_\_  
**Estimated Start Date:** \_\_\_\_\_\_\_\_\_\_\_\_  
**Is there a set position end date for this work other than the end of the academic year?** \_\_\_\_\_\_\_\_\_\_\_\_   
**Open posting date:** \_\_\_\_\_\_\_\_\_\_\_\_  
**Close posting date:** \_\_\_\_\_\_\_\_\_\_\_\_  
**Hiring Manager:** \_\_\_\_\_\_\_\_\_\_\_\_

**Budget Account Name:** \_\_\_\_\_\_\_\_\_\_\_\_  
**Budget Fund Number** *(4-digit number)***:** \_\_\_\_\_\_\_\_\_\_\_\_  
**Budget Org** *(3-digit number)***:** \_\_\_\_\_\_\_\_\_\_\_\_  
**Timesheet Approver:** \_\_\_\_\_\_\_\_\_\_\_\_