

PURDUE UNIVERSITY NORTH CENTRAL

STUDENT JOB DESCRIPTION

(TO BE USED FOR ALL STUDENT EMPLOYEES, INCLUDING WORK-STUDY)

NUMBER OF POSITIONS _____

DEPARTMENT _____ DATE _____

IMMEDIATE SUPERVISOR _____ PH #: _____

DURATION OF JOB _____

HOW MANY HOURS DURING THE WEEK IS THE STUDENT EXPECTED TO WORK? _____

DO YOU WANT THE OFFICE OF STUDENT EMPLOYMENT TO REFER APPLICANTS? ___ YES ___ NO

PLEASE INDICATE IF YOU PREFER: WORK-STUDY ___ REGULAR STUDENT EMPLOYEE ___ EITHER

DESCRIPTION OF DUTIES: BE SPECIFIC. (INCLUDE EQUIPMENT USED, PROCESSES OR PROCEDURES IN THE WORK, TASKS PERFORMED, ETC.) USE OTHER SIDE OF THIS FORM IF NECESSARY.

Job Title: _____

EDUCATION REQUIRED: (BE SPECIFIC) _____

EXPERIENCE REQUIRED: (BE SPECIFIC) _____

SIGNATURE OF DEPARTMENT/UNIT HEAD

**** When requesting positions for Work Study this form needs to be returned to Enrollment Services, Tech 157.**

DO NOT WRITE BELOW THIS LINE. USE BELOW INFORMATION WHEN PREPARING PAYROLL APPOINTMENT.

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POSITION CLASSIFICATION CODE _____ JOB TITLE _____

PAY SCALE: _____ PER HOUR. (FOR FURTHER INFORMATION CONCERNING STUDENT PAY SCALE AND JOB EVALUATION, SEE STUDENT WAGE ADMINISTRATION MANUAL PREPARED BY THE DEPARTMENT OF PERSONNEL ADMINISTRATION.)

HUMAN RESOURCES