

How to Write a Job Description:

The job description is integral in attracting the right employee. It helps potential applicants understand responsibilities and duties associated with the job. A description of the position provides a formal summary of the essential functions of a specific job.

Think of the job description as a “snapshot” of the job. This is an opportunity to express, clearly and concisely, what the expectations are of the student worker. It allows you to explain who is responsible for what within your department. The information provided in this section allows the applicant to not only understand the details of this position, but how the job fits in the larger picture of your department.

When thinking of what to include in your description, do some forward thinking and preparation. Ask yourself what are the tasks the job must accomplish. What activities are associated with this position and what responsibilities are most important?

Next, put yourself in the reader’s position. What is the baseline information you want to convey to students ask that may not be familiar with your department?

Structure your statements to follow this pattern:

Action word + subject + specific activities (and make sure they are specific)

Example:

Action Word	Subject	Specific Activities
Provide	Office support by	Answering telephones Retrieving mail Attending to departmental e-mail inquiries

Below is a list of categories that are found in a well-structured job description:

- To whom does the position report
- Summary of the functions and general purpose of the position
- Responsibilities
- Overall
- Day-to-day
- Qualifications
- Expectations
- Term of employment
- Necessary skills and experience preferred and required

Sample Job Description:

Student Assistant with Career Services

Reports to: Director of Career Services

Are you looking for an on-campus job to help you hone your professional skills? As a student assistant for Career Services you will have the opportunity to sharpen your administrative and professional skills. This position provides service to students, alumni and employers needing assistance in areas related to careers. The Office of Career Services is open Monday – Friday from 8:00 a.m. – 4:30 p.m. Student must be able to work during these hours. This job is for the academic year 2015-2016.

Responsibilities:

Work together as a team to promote a Christ-like atmosphere

Participate in training at the beginning of every semester

Assist students with basic resume review, scheduling appointments and questions related to Career Services programs

Utilize social media to market Career Services and related events/programs

Participate in Career Services related events and activities

Qualifications:

Must be at least sophomore standing

Competent and able to communicate well with others

Good interpersonal skills

Possess an ability to pay attention to details

Ability to take initiative and carry through on projects