Complete this Position Description Template to document the job description for your on campus student employment position (job duties, qualifications, and work schedule). Save the completed document in your department for future hiring or reference. Use the information from this template to submit a request to Career Services to post this job on Handshake, Oregon Tech’s career management platform. **For next steps, please visit** [Faculty and Staff | Oregon Tech.](https://www.oit.edu/career-services/faculty-staff)

Please note: All Oregon Tech on campus jobs must be posted in Handshake to ensure equitable access to all students. Career Services will post your job for you. You do not need access to Handshake to post jobs or view applications.

If you have any questions, email career@oit.edu.

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| **\*Position Title:** | Please be descriptive e.g., Math Tutor, Chemistry Grader, Social Media Coordinator. |
| **\*Department/Unit:** |  |
| **\*Work Location** | Klamath Falls, Portland Metro, Remote, or off-campus location |

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| **SUPERVISOR** |

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| **\*Supervisor’s Name** |  |
| **\*Supervisor’s Title** |  |

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| **JOB DESCRIPTION** |

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| **ABOUT THE ROLE AND THE DEPARTMENT**  To help target the appropriate applicants, describe the department and work environment. |
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| **JOB DUTIES** |
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| The following are top skills employers look for in new employees: \*Please consider including in the job duties section any of these “career readiness skills” that the student employee will gain through this position. | |
| * critical thinking/problem solving |  |
| * oral/written communication: |  |
| * teamwork/collaboration: |  |
| * digital technology: |  |
| * leadership: |  |
| * professionalism/work ethic: |  |
| * global/intercultural fluency: |  |

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| **QUALIFICATIONS**  Please specify required qualifications and preferred qualifications (if any).  \* Note for Federal Work Study: Stating you require FWS could limit your applicant pool. |
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| **APPLICATION INSTRUCTIONS** |

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| A resume is required for students to apply. Please specify any additional application requirements such as a cover letter or transcript. |
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| **ADDITIONAL INFORMATION** |

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| Positions are posted for the duration of an academic term. Employment can continue from one academic term to the next.  **Timing**: When does this position begin, e.g., fall, winter, or spring term? If the position has a specific end date, please specify.  **Schedule**: What are the approximate number of hours per week and preferred work schedule? |
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| **WAGE PER HOUR** |

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| Minimum wage per hour for campus area is required. If other than minimum wage, please specify “Other: (housing stipend, etc.)” | $ |