A position description describes the purpose, duties, decision making, working conditions, physical requirements, and qualifications of the position. Please complete the position description in WORD, and then copy/paste elements into the Qualtrics form.

If you have any questions, please contact Career Services or career@oit.edu.

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| **\*Position Title:** | [Please be descriptive so that students can quickly determine if it is relevant to their skillset and needs. For example, Career Services Office Assistant tells students more than just Aide.] |
| **\*Division / College:** |  |
| **\*Department:** |  |
| **\*Hiring Unit:**  (if different than Department) |  |
| **\*Work Location** |  |

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| **SUPERVISOR** |

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

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| **JOB FUNCTIONS AND DUTIES** |

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| \* **ABOUT THE ROLE AND THE DEPARTMENT**  To help target the appropriate applicants, describe the department/unit mission, goals, and work environment - include positive aspects of this position above and beyond getting paid. |
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| **\*Specific Job Duties:** |  |

According to the National Association of Career Education (NACE), the following are the top skills employers were looking for in 2020: \*Please mark which “career readiness skills” the student employee will gain through this position and how the marked skill connects to the job duties.

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| * critical thinking/problem solving: |  |
| * oral/written communication: |  |
| * teamwork/collaboration: |  |
| * digital technology: |  |
| * leadership: |  |
| * professionalism/work ethic: |  |
| * global/intercultural fluency: |  |
| * career management: |  |

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| **QUALIFICATIONS** |

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| **QUALIFICATIONS**  What qualifications are REQUIRED? What qualifications are DESIRED?  \* Federal Work Study: All students will be able to apply, since they may be able to obtain a FWS award by asking Financial Aid even if they don't currently have one. Stating you require FWS could limit your applicant pool. |
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| **APPLICATION INSTRUCTIONS** |

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| **Be specific. A resume is REQUIRED for students to apply via Handshake.**  If you have an application URL, please include it here. Paper applications cannot be attached. |
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| **ADDITIONAL INFORMATION** |

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| **Timing**: Is this a current opening or a future one?  **Schedule**: What are the approximate number of hours per week and work schedule desired? |
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| **RATE OF PAY** |

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| What is the **wage per hour**?  Other: (housing stipend, etc.) |  |