

RIT

ADVANCED LEVEL STUDENT EMPLOYMENT JOB DESCRIPTION FORM

Must be turned in with any hire form paying above minimum wage, except for Co-op and Graduate Assistants

College/Department: _____ / _____

Department #: _____ Job Title: _____

Department Contact: _____ Supervisor: _____

Contact Phone #: _____ Supervisor Phone #: _____

Contact Email: _____ Supervisor Email: _____

Student Name/UID: _____ / _____

Position Summary:

To be qualified for an Advanced Level job, the position must entail at least one of the following functions for a minimum of 50% of the time;

General Duties (check all that apply):

- Role has leadership responsibilities
- Overseeing other student employees
 - Leading and Guiding other student employees in their roles
 - Senior role, such as a Senior Box Office Assistant or Senior Cashier
 - Examples include but are not limited to Student Manager, Lab Manager, Office Student Manager, Editor in Chief, Team Leader
- Responsible for planning/executing events or special projects on campus
- Career Fair, Planning Workshops, Surveys to Students
 - Special Events on campus
- Position includes Counseling Responsibilities
- Job requires employee to counsel/teach/oversee in a group setting
 - Examples include but are not limited to Sports Counselors, Summer Camp Activities Leader, School Age Summer Program Assistant, Peer Advisor

Other Duties (please describe):

Qualifications/Special Skills Required (please list specific requirements next to each item):

Requires proficiency in specific programs:

Requires specific knowledge in order to perform job:

Specific prior coursework required to properly perform job:

Position requires specific licenses or certifications:

Other (please describe):