

When advertising a student vacancy, job postings will serve as student job descriptions. Departments are now able to develop their own job descriptions to accurately describe duties and responsibilities of each job.

Why Should I Write a Strong Job Description?

For many jobseekers, a job description is the first impression they see of the department. They get a sense of how the department operates and what their role might be. Job descriptions can discourage and intimidate. They can also motivate and engage!

- Job descriptions help management improve the organization. They set clear expectations.
- Job descriptions show where the employee fits in. They tell candidates what you are looking for.
- Job descriptions help you cover your legal bases.

Are Job Descriptions Necessary?

Yes! They can provide specific information about the knowledge, skills, and abilities required to perform successfully on the job. This helps formulate screening tools including interview questions.

Summary: What is Needed?

Prior to posting a position, make sure you know:

- Classification and Title
- Department
- Supervisor or Posting Contact
- Job Duties
- Required Qualifications
- Preferred Qualifications



Classification and Choosing the Right Title

There are different classifications for undergraduate and graduate students. Candidates will look for job postings that they meet the requirements for. Therefore, the job title needs to be clear on the postings. If in doubt, keep it simple!

Student Assistantships

Student Employment Classifications (SA's):

1. Student Assistant
2. Student Assistant – Work Study

Work-Study (WS) employment is a form of student employment designed to provide financial aid to those students choosing to earn a portion of their educational expenses.

Student jobs that do not use WS funds are funded by department student wages and are classified as Student Assistant.

Graduate Assistantships

Graduate Assistantship Classifications (GA's):

1. Graduate Teaching Assistant (GTA):
Works with students in a specific course or laboratory to provide support for the faculty member in charge.
2. Graduate Research Assistant (GRA):
Employed by an academic department in the pursuit of its broader research mission.
3. Graduate Administrative Assistant (GAA):
Works with the administrative staff of a department, college, or campus office.

Generally, list the day-to-day activities and primary responsibilities of the job. Be sure to use action verbs, as you want to engage and motivate candidates. Discuss the role with someone who already does the job, or the nearest equivalent. Allow them to describe their average day and duties. Make it clear so candidates know what to expect in the role.

***Think carefully to ensure your minimum qualifications can be uniformly applied to all applicants. ***

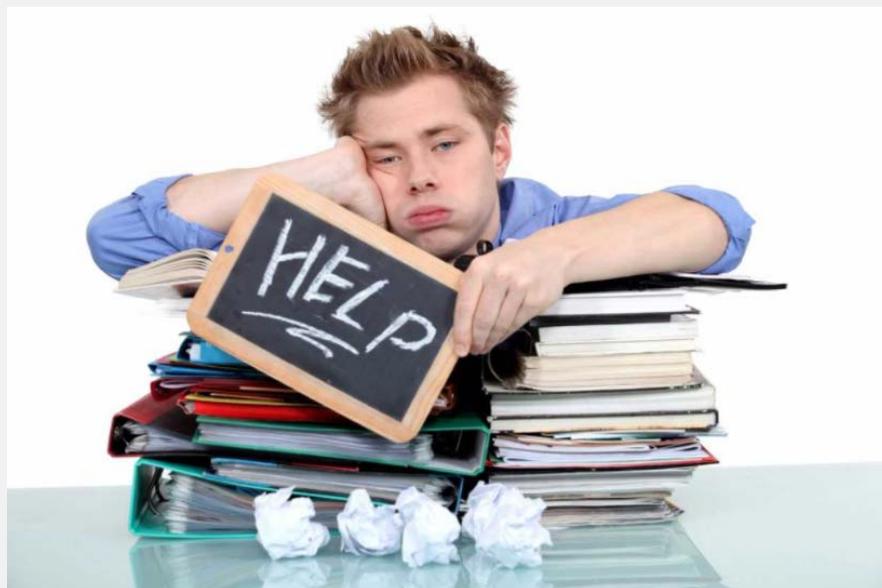
Knowledge, Skills, and Abilities (KSA's)

KSA's are knowledge, skills, and abilities that a person must possess in order to perform the duties of the position. They serve as a guide for applicants and departments to assess a person's likelihood for success.

- **Knowledge:** The subjects and topics of information that a candidate should know at time of employment. Knowledge represents bodies of information that are applied directly to the performance or work functions.
- **Skills:** Technical or manual proficiencies that are usually learned or acquired through training. Skills should be measurable and observable.
- **Abilities:** The present demonstrable capacity to apply several knowledge and skills simultaneously in order to complete a task or perform an observable behavior.

Possible Examples:

- Knowledge of general office and clerical procedures and concepts.
- Knowledge of telephone etiquette.
- Ability to accurately prepare and maintain records and files.
- Ability to communicate professionally and courteously with university faculty and staff, students, and the general public.
- Ability to work evenings, nights, and weekends as necessary.



Required Qualifications

Identify the characteristics that individuals must minimally possess in order to perform the essential functions of the job. All statements must be specific, realistic, and defensible.

Required Qualifications can include:

- The minimum education required for admittance as a student at Stephen F. Austin State University.
- CPR, First Aid, and/or AED certification must be obtained within three months of hire.
- Tutors must have completed course with a grade of B or better in order to tutor on the subject.
- A minimum of 30 credit hours must be earned prior to employment.

Preferred Qualifications

This provides the supervisor the opportunity to describe characteristics for the role beyond those minimally required. All statements must be specific, realistic, and defensible.

Preferred Qualifications can include

- Experience with laboratory techniques and procedures.
- Certain major or field of study.
- Must be an active undergraduate or graduate student in good academic standing; at least 2.5 (undergraduate) or 3.0 (graduate) cumulative GPA.
- Cashier and customer service experience to communicate professionally and courteously with university faculty and staff, students, and the general public.

Tips and Tricks:

- Keep it short (but not too short). Descriptions that are too long can become overwhelming. As a rule, use up to 10-bullet points. Leave out insignificant tasks or minor details.
- Make sure you know the role and what it consists of.
- Describe the role using words that feel inviting and easy to understand. Resist using jargon or a flat, dry tone. Also, spell out acronyms the first time they are used.
- Think like an applicant. What would make you apply for the job?

Need help?

Contact human resources with questions concerning an appropriate pay rate. Human Resource Representatives are available for consult.

