

CSP On-Campus Student Employment Job Description Template

An effective job description will clearly state the expectations of the position and make the candidate eager to apply! Below is a basic template we recommend you use when putting together a job description. For most CSP on-campus offices, this template already exists in your account under “expired jobs” as [Insert Department]: [Insert Job Title] 19-20 - STUDENT EMPLOYMENT TEMPLATE.

Job Title: [Insert Department]: [Insert Job Title]

About this Job:

This position will be offered first to students eligible for work study

Position Description:

The [insert job title] [insert 1-3 sentence summary of position] and plays an important role in promoting [insert office/department]’s mission of [insert office/department mission/primary goal].

Primary Responsibilities:

- Bullet points format that describe different aspects of the position and have transferable skills (listed below) built into them
- Examples:
 - Greet visitors and create a welcoming atmosphere for all students, alumni, staff, faculty and employers entering the office
 - Assist with essential day-to-day operations including answering phone calls, managing office inbox and scheduling student appointments
 - Assist with Career Development department programming and event administration
 - Maintain Handshake, CSP’s job and internship board, by approving/adding employers, job postings, and events
 - Assist with data entry and reporting of office usage, appointments and events
 - Coordinate with full-time staff and other student employees to develop and implement marketing campaigns

Expectations: examples include

- Arrive to your shift on time and communicate schedule conflicts in advance
- Be open to constructive feedback and work on areas of improvement
- Participate in team building activities with fellow staff members and student employees
- Complete all university requirements to include submitting timecards by the deadline for each pay period

Consider telling the student what skill areas they will develop. Choose all that are relevant

In this position you will develop the following skills essential for future full-time employment:

- Communication
- Critical thinking
- Global/Intercultural fluency
- Leadership
- Self-Awareness
- Technology
- Professionalism
- Teamwork
- Civic Responsibility

Application Process:

Please submit your application, including the CSP Student Employment Application, through Handshake. Direct any follow-up questions towards [insert name], [insert title], by email at [insert email address].

Work Study Eligibility and Enrollment Requirements for Work Study Eligibility:

- Fall and Spring Semesters: Students must be enrolled at least half-time (6 credits undergraduate/3 credits graduate)
- Summer Semester: Students must have summer enrollment or be enrolled in the upcoming fall semester.

Equal Employment Opportunity Statement:

It is the policy of CSP to provide equal opportunity to all employees and applicants for employment in accordance with all applicable equal opportunity, directives and regulations of federal, state, and local governing bodies or agencies thereof, specifically Minnesota Statute 363.

All qualified applicants and employees will be considered for employment and advancement without regard to race, color, national origin, sex, disability, age, genetic information, creed, marital status, status with regard to public assistance, familial status, membership or activity in a local commission or any other status protected by applicable law. This policy applies to all employment practices and terms and conditions of employment, including but not limited to promotions, transfers, compensation, terminations, training and participation in CSP sponsored benefits or programs.

For more information about inclusive employment practices, or to file a complaint, please see the [employment policies](#).

About CSP Career Development

Let our team help you be successful on your career path! Interested in exploring potential internships, enhancing your resume or exploring a major that fits for you? The Office of Career Development supports all students in their efforts to explore, engage, experience, and embark on a plan towards their desired career outcomes. Stop by our office and let our dedicated team of professionals aid in your transition from a backpack to a briefcase.