POSITION PROFILE INFORMATION

Student Job Title: text box
Student, Peer, or Intern should be in the title for clarity purposes

Student Job's EOU Department/College: text box
Which department is the position connected to for the work? See funding source

Student Job's EOU Supervisor Title: text box
The position that will supervise the position, approving timesheets, and completing performance evaluations

Number of Student Positions: text box
Typically 1. If you have two of the same position with different funding sources, please complete a separate posting.

Type of Student Position: multiple choice
Choices:
- *Student Employee (most typical)*
- *Graduate Assistant (prep-approved via COB & COE - typically coaching or admin work)*
- *Intern (pre-approved via EOU community interns program)*

EOU Department/College Budget Contact: text box
This is the person who tracks on the budget allocations for labor; if working with a grant, this is the budget contact

Student Job Location: multiple choice
- *On-Campus Face-to-Face (La Grande & dept. location/ workspace area)*
- *Off-Campus Face-to-Face (give location; you must serve as the supervisor if hired by EOU)*
- *Remote (the position can be carried out by working remotely)*
- *Hybrid (a combination of on-campus/off-campus and working remotely)*

Student Job Duration: text box
What are the position start and end dates? Things to consider: the student must be currently enrolled, cannot work if the supervisor is off-contract, and the student cannot work until all hiring processes are completed. Under special circumstances, a student could work in-between enrollment breaks. You may want to use the current academic calendar for guidance.

Student Rate of Pay Compensation: text box
The rate is connected to the type of work the student will complete. Review EOU's current student employment job level/ hourly pay rate with examples located on the Payroll Website.

Student Job Hours Estimated Per Week: text box
Please specify if the student will be required to work outside normal hours (weekends, evening, etc.)

POSITION INFORMATION

Student Job Description Summary: text box
Describe the purpose for this position, the overall knowledge, skill, ability, physical characteristics, working conditions, and experience/ credentials acceptable for the position.

Job Duties, Responsibilities, and Essential Functions: text box
Include all tasks of the position and how they are accomplished. What will the student be doing? How does the student complete work; what knowledge, skills, and abilities will the student use to accomplish work? What is the performance standard of the tasks? What is the frequency of performing the tasks? What is essential and what tasks are marginal? Use a bullet point format.

Student Experiential Learning Outcomes: text box
To create the outcomes, start with possible academic-based connections to the job. If your student position is not related to an academic area, all student positions will have learning outcomes based on developing essential employability skills. [The Career-Ready Competencies](#) developed by NACE is a great framework to review and pick the competency areas you know the student will be exposed to and will gain experience developing.

SELECTION INFORMATION & INTERVIEWING

Hiring Criteria - Minimum Qualifications: text box
The lowest level of education, licensures, certifications, coursework, and other job-related experience requirements that must be met for the applicant to be considered for the selection process. All student jobs must include: current or following term undergraduate enrollment of at least 6 credits/graduate enrollment of 9 credits, must be in good academic standing (2.0 or higher), passing a background check prior to employment offer

Hiring Criteria - Preferred Qualifications: text box
Good-to have education, licensures, certifications, coursework, and other job-related experiences that will lead to a higher level of success for the applicant.

Hiring Criteria - Desired Knowledge, Skills, and Abilities: text box
Qualities described in the job summary/description/duties that make the candidate more likely to be successful. This will become the source of your interview questions.

POSITION RECRUITMENT, HIRING SCHEDULE, AND APPLICATION DETAILS

Position Open Date: date selection
Estimate one day after you submit to Career Services

Closing Date: multiple choice

Options are:
- *Leave it open for two weeks*
- *Rolling Position (you are hiring all the time)*
- *Open Until Filled (close the position with Career Services after you hire)*

First Day of Application Review: date

Required Application Material: text box

We prefer you ask for at least a cover letter and resume

Application Process Contact/Send Material to: text box

Include fill name, email, and department location