

**UAH Federal Work Study Student Employee Job Description**

**Employer Information**

Department: \_\_\_\_\_

Building/Room Number \_\_\_\_\_ Phone: \_\_\_\_\_

Employer Address (If not UAH) \_\_\_\_\_

Supervisor: \_\_\_\_\_

**Position Information**

Position Classification (Student Aide I, II, Student Specialist I, II, III, IV, V)

\_\_\_\_\_ Pay Rate: \_\_\_\_\_

Descriptive Job Title (If any) \_\_\_\_\_

**Purpose/Role of the position within the organization:**

\_\_\_\_\_

**Duties and Responsibilities**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Qualifications**

Skills/Ability to: \_\_\_\_\_

Experience/Knowledge of:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Beginning and Ending Employment Dates:** \_\_\_\_\_

**Method and Schedule for Performance Evaluation:**

\_\_\_\_\_  
\_\_\_\_\_