Student Employee Position Description Form

SECTION ONE (to be completed ONLY when creating a new position)			
Supervisory Organization:		**Job Family:**	
Job Posting Title (Business Title):		**Job Profile for Job Family:**	
Number of Positions:		**Worker Type:**	
Starting Wage:		**Time Type:**	
Availability Date:		**Campus Location:**	
Scheduled Weekly Hours:		**Physical Location:**	
SECTION TWO			
Hiring Restrictions Tab			
Job Description Summary:			
SECTION THREE			
Hiring Restrictions Tab			
ROLES AND RESPONSIBILITIES:			
SECTION FOUR			
Hiring Restrictions Tab			
GENERAL QUALIFICATIONS:			

- **Supervisory Organization**: Enter the supervisor's name.
- **Job Family**: Leave blank
- **Job Posting Title**: The working title for the position
- **Job Profile for Job Family**: Leave blank
- **Number of Positions**: How many positions you would like to create for a job (example: 4 positions if you need to hire 4 lifeguards).
- **Availability Date**: Enter the date the form is being entered into Workday.
- **Location**: The campus or system member where the job is located (example: TAMU College Station, TAMU McAllen, etc.)
- **Time Type**: Will always be "Part Time" for student employees.
- **Worker Type**: Will always be "Employee" for student employees.
- **Physical Job Location**: This is the physical location where the employee will work most days (Example: Pavilion   Room 236. Rec Sports Building, Evans Library, etc.).
- **Job Description Summary**: Should be a general overview of what the purpose of the job is.
- **Roles and Responsibilities**: The general responsibilities of the position. These will be copied into the Job Description Box in Workday.
- **General Qualifications**: Should include all qualifications requirements for the position.