Student Employee Position Description Form

SECTION ONE (to be completed ONLY when creating a new position)			
Supervisory Organization (Manager):		**Job Family:**	Leave Blank
Job Posting Title (business title):		**Costing Allocation:** **Required**	
Number of Positions:		**Job Profile:**	
Availability Date:		**Location:**	
Earliest Hire Date:		**Time Type:**	Part Time
Starting Salary:		**Worker Type:**	Employee
Worker Sub Type:	Student Worker	**Physical Location:**	
SECTION TWO (to be completed for both business processes)			
Position Change Reason:			
Hiring Restrictions Tab			
Job Description Summary:			

ROLES AND RESPONSIBILITIES:

GENERAL QUALIFICATIONS:

LEARNING OUTCOMES:

Department Head Name:

Department Head Signature: _____   Date: _____

INSTRUCTIONS

- If creating a position, fill out entire form. If editing a position, skip to Hiring Restrictions Tab section.
- Supervisory Organization: Enter the supervisor's name.
- Job Family: Leave Blank
- Job Posting Title: All positions are to be titled TAMUG_(Student Assistant/Coordinator/ Technician_Business Title)
- Costing allocation is required: Provide the account that will be used to cover the payroll for this position. If more than one account is needed, the distribution % must be included.
- Number of Positions: Provide one whole number. DO NOT GIVE A RANGE
- Job Profile: Select one from the drop-down options offered.
- Availability Date: Enter the date the form is being entered in to Workday.
- Earlies Hire Date: Leave Blank
- 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.
- Worker Sub Type: will always be "Student Worker" for student employees.
- Physical Job Location: This is the physical location where the employee will work most days (example: ASEC Building 3035 Suite 115).
- Position Change Reason: Enter the reason why the position is being edited, if editing a position.
- 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 in to the Job Description Box in Workday. Please include percentages of what the work will encompass that add up to 100%
- General Qualifications: Should include all qualifications requirements for the position.
- Learning Outcomes: Enter learning outcomes that a student employee will be expected to gain from the position. There MUST be a minimum of three (3) learning outcomes in the Job Description in Workday.
- Department Head approval is required to process this form.
- If you are not the department's Business person, you must copy them on the email when you submit this form to HR. The Business person in your department has to enter the account(s) for these student employees in Workday so without this form they cannot complete their tasks to hire students which delays the hiring process.