

**Student Employment
POSITION DESCRIPTION WORKSHEET**

Supervisor: _____

Date: _____

Information	Details
Job Title	
Salary	
FWS Funding Required?	
Length of Employment Commitment	
Minimum/Maximum Hours Per Week	
Shift(s) Days / Times	
Mandatory Trainings / Meeting Dates	

QUALIFICATIONS	DETAILS
Year in School (circle all that apply)	Freshman Sophomore Junior Senior Grad Student
Major	
Minimum GPA	
Special Knowledge (e.g., software, foreign language, certifications)	

APPLICATION MATERIALS	YES	NO	DETAILS
Resume			
Cover letter			
Transcript			
Class Schedule/Availability			
Application			
External Link			
Writing Sample			
Essay Questions			
Portfolio			
Certification Copies			
References (number/type)			

JOB EXPECTATIONS / NACE CAREER READINESS COMPETENCIES	DESCRIBE
COMMUNICATION: Exchange information, ideas, and facts clearly and effectively. Sample behaviors include: <ul style="list-style-type: none"> • Demonstrate effective verbal and written language abilities • Communicate in a clear and organized manner • Frame communication with respect to diversity • Interface appropriately with supervisors, specialists, and others • Promptly inform appropriate individuals when guidance is needed 	

JOB EXPECTATIONS / NACE CAREER READINESS COMPETENCIES	DESCRIBE
<p>CRITICAL THINKING: Identify and respond to needs based upon an understanding of situational context and relevant information). Sample behaviors include:</p> <ul style="list-style-type: none"> • Make decisions and solve problems using sound and inclusive reasoning • Analyze info from diverse sources • Proactively anticipate needs and prioritize tasks • Accurately summarize/interpret data • Effectively share actions/rationale • Multi-task in a fast-paced environment 	
<p>EQUITY & INCLUSION: Engage and include people from different local and global cultures and use anti-racist practices. Sample behaviors include:</p> <ul style="list-style-type: none"> • Solicit/use feedback from multiple cultural perspectives to make inclusive decisions • Actively contribute to equitable practices; advocate for inclusion/justice • Identify resources and eliminate barriers resulting from individual and systemic racism/inequities 	
<p>LEADERSHIP: Recognize and capitalize on personal and team strengths to achieve org goals). Sample behaviors include:</p> <ul style="list-style-type: none"> • Inspire, persuade, motivate self/others • Seek out diverse resources/feedback • Innovate to surpass traditional methods • Serve as a role model to others • Plan, initiate, manage, complete, and evaluate projects 	
<p>PROFESSIONALISM: Demonstrate effective work habits. Sample behaviors include:</p> <ul style="list-style-type: none"> • Act with integrity and accountability to self, others, and the organization • Be present and prepared; demonstrate dependability and timeliness • Prioritize and complete tasks • Consistently meet or exceed goals/expectations • Incorporate attention to detail 	

JOB EXPECTATIONS / NACE CAREER READINESS COMPETENCIES	DESCRIBE
<p>TEAMWORK: Build and maintain collaborative relationships working toward common goals, while appreciating diverse viewpoints and shared responsibilities. Sample behaviors include:</p> <ul style="list-style-type: none"> ● Listen to others without interruption ● Manage conflict, respecting diverse personalities ● Be accountable for individual/team deliverables ● Compromise and collaborate ● Build strong, positive working relationships with supervisor and team members 	
<p>TECHNOLOGY: Use technology ethically to enhance efficiency, complete tasks, and achieve goals. Sample behaviors include:</p> <ul style="list-style-type: none"> ● Be open to learning new technologies ● Use technology to improve productivity ● Identify appropriate technology for specific tasks 	
<p>CAREER & SELF DEVELOPMENT: Develop oneself and one's career through continual personal and professional learning and navigation of career opportunities. Sample behaviors include:</p> <ul style="list-style-type: none"> ● Identify areas for growth while pursuing and applying feedback ● Professionally advocate for oneself and others ● Seek out opportunities to learn and develop ● Establish, maintain, and leverage relationships 	

Resource:

[**NACE Career-Readiness Competencies**](#)

Updated 10/10/2025