CREATING A JOB DESCRIPTION

POSITION OVERVIEW
- Explain in detail the roles and responsibilities/duties/position title; be accurate, clear and concise
- Think about the specific tasks and projects the employee will complete, if possible list them
- Include a tentative start and end date, total number of hours to be completed or average hours per week (STUDENTS SHOULD NOT WORK MORE THAN 20 HOURS PER WEEK)

SUPERVISION
- Specify who will the student employee report to
- The job should also serve as a learning experience for the student employee
- The student employee should receive feedback about their performance

COMPENSATION
- Currently Maryland State minimum wage is $8.00 per hour
- Increases: $8.25 in July 2015; $8.75 in July 2016; $9.25 in July 2017 and $10.10 in July 2018
- Depending on the job responsibilities, new student hires are paid anywhere from $7.25 - $9.00 per hour
- Pay increases is at the employers’ discretion, however the average pay increase is $.25 - $.50 per academic year

QUALIFICATIONS
- List both the required and preferred qualifications; differentiate between the two
- Examples of qualifications include GPA, classification, skills, Federal Work-Study status, level of experience, etc.

HOW TO APPLY
- Provide contact information
- Outline what is needed for a complete application (On-Campus Student Application, resume, cover letter, references, etc.)