

Wartburg College

100 Wartburg Blvd.
Waverly, Iowa 50677

Student Employment Job Description

DEPARTMENT:

ACCOUNT #:

STUDENT POSITION TITLE:

WAGES

POSITION CLASSIFICATION:

PAY RATE PER HOUR:

STIPEND:

WORK HOURS

TERM(S):

Fall Term
Winter Term
May Term
Summer

TIME(S):

Mornings
Afternoons
Evenings

Weekdays
Weekends

HOURS PER WEEK:

SUPERVISION

SUPERVISOR'S TITLE:

DEGREE OF SUPERVISION
RECEIVED FROM
SUPERVISOR:

DOES THIS POSITION
SUPERVISE OTHER
STUDENT EMPLOYEES?

JOB DUTIES & RESPONSIBILITIES

SUMMARY OBJECTIVE:

ESSENTIAL JOB DUTIES:

JOB QUALIFICATIONS

PHYSICAL DEMANDS:

Bend	Push
Carry	Reach
Climb	Stoop
Crawl	Sitting
Kneel	Lifting of (lbs):

ENVIRONMENTAL CONDITIONS:

Noise	Hazards
Odors	Extreme Temperatures (Hot/Cold)
Gases and/ or Fumes	Exposure to Weather
Dust	Other

REQUIRED TRAINING & SKILLS:

Familiarity with specific computer software:

Please specify:

Familiarity with specific equipment:

Please specify:

Completion of specific coursework, training, experience,
skills, and/or certifications:

Please specify:

TRANSFERABLE JOB SKILLS

IDENTIFY 5-10 PRIMARY TRANSFERABLE JOB SKILLS THAT ARE DEVELOPED WHILE EMPLOYED IN THIS POSITION:

Communication Skills:

Communication Skills (verbal)
Communication Skills (written)
Public Speaking Skills
Listening Skills
Conflict Resolution & Mediation Skills
Negotiation & Persuasion Skills

Time Management & Organizational Skills:

Time Management Skills
Planning & Organizational Skills
Goal Setting Skills
Multitasking Skills
Delegation & Prioritization Skills

Human Relations/
Interpersonal Skills:

Customer Service Skills
Leadership Skills
Supervisory & Team Management Skills
Interpersonal Skills (relates well to others)
Coaching/Mentoring Skills
Teaching/Training Skills
Teamwork & Collaboration
Providing & Accepting Feedback
Cultural Awareness

Work Survival Skills:

Positive Attitude
Personal Motivation
Work Ethic
Initiative
Integrity/
Honesty
Confidentiality
Adaptability/
Flexibility
Working Independently
Punctuality & Reliability

Problem Solving & Analytical Skills:

Problem Solving Skills & Resourcefulness
Critical Thinking Skills
Creative Thinking Skills
Research Skills
Data Analytical Skills
Decision Making Skills
Detail-Oriented

*This section is not designed to cover or contain a comprehensive listing of transferable job skills that will be developed in this position but rather help identify some key skill sets that will be actively exercised when performing this position's essential job duties.

DATE JOB DESCRIPTION WAS WRITTEN: