

FEDERAL WORK STUDY JOB DESCRIPTION OUTLINE

In preparation for posting your job opportunities on Handshake, Loyola's online job and internship board, we are asking all supervisors to update their job description(s). All job descriptions should include the following 9 components. Well-developed job descriptions allow both students and employers (you!) to have a clear understanding of the expectations and duties of the role. See below for more details as well as examples for each component.

- 1. Position Title:** Create a job title descriptive of the type of work your student assistants will be doing. A descriptive title differentiates your position from other available positions and gives students a general understanding of the position before even having to read the job description.
 - **Examples:**
 - o Social Media Student Assistant
 - o Administrative and Front Desk Student Assistant
 - o Diversity Programming Student Assistant
 - o Iggy's Cupboard Operations Student Assistant
 - o Office and Programming Student Assistant
 - *****Tip:** Refrain from naming your position(s) "Work Study Student" or "Work Study Student Worker." Federal Work Study is a part of a student's aid package and is how these positions are financed but should not be the name of your position(s).
- 2. Job Location:** Detail the location where students will perform the majority of their work
 - **Examples:**
 - o Student Success Center, 2nd Floor Monroe Library
 - o Human Resources, Mercy Hall, Room 102
 - o Remote
- 3. Overview of Office/Department:** Provide 1-3 sentences about your office/department. Consider including your office's mission. Students may or may not know what your office does. This is your opportunity to provide them with this context.
 - **Examples:** The goal of the Career Development Center is to empower students to pursue meaningful lives and careers by providing career support, opportunities, and connections. We provide in-person and virtual career coaching for all students on topics such as career exploration, job & internship searching, resume and cover letter development, graduate school exploration and application, networking, LinkedIn, and more. We also plan and implement on-campus recruiting events such as career fairs, employer information sessions, networking events, industry panels, and on-campus interviewing.
- 4. Job Duties/Responsibilities:** Provide 5-7 bullet points or sentences about the main job duties and responsibilities for the position.
 - **Examples:**
 - o Create and update marketing and promotional materials (flyers, handouts, t-shirts, newsletters, etc.)
 - o Support check-in process for student appointments
 - o Answer phone calls and route them to the appropriate staff member
 - o Welcome and assist students, staff, faculty, and visitors in a friendly and professional manner
 - o Assist with creating social media content/posts
 - o Make photocopies, scan documents, pick up and deliver mail on-campus

- o Assist with the planning and implementation for departmental programming
 - o Assist with the basic day-to-day care and upkeep of departmental computers and printers
 - o Check-in and out equipment to students and other visitors or departments
5. **Learning Outcomes:** Detail 1-5 learning outcomes students can anticipate as a result of working in this role
- **Examples:**
 - o Acquire strong customer service skills through daily interaction and problem solving with students, faculty & staff, and visitors
 - o Develop leadership skills through planning programming, managing multiple tasks, and serving as a role model to others
 - o Enhance analytical skills through the organization and interpretation of large data sets
 - o Gain experience in office management operations
 - o Establish ability to self-manage and complete tasks in timely manner
 - o Develop cultural competence by actively contributing to equitable and inclusive practices and by working with and creating meaningful relationships individuals from various cultural backgrounds
6. **Required Skills/Qualifications:** List skills or qualifications a student must have to perform this job.
- **Examples:**
 - o Current Loyola student
 - o Federal Work Study eligible
 - o Music Therapy Major
 - *****Tip:** We recommend you limit the number of required skills/qualifications, as some students will be coming in with no prior work experience. Unless it is truly required, do not list it here
7. **Preferred Skills/Qualifications:** List the skills or qualifications that are usually preferred to get the job done.
- **Examples:**
 - o Customer service orientation
 - o Ability to multitask
 - o Experience with or knowledge of various social media platforms
 - o Experienced in Google Suite (gmail, sheets, google drive, etc)
 - o Ability to work with on team and to engage with individuals with diverse perspectives
8. **Number of Students You Expect to Hire for This Position:** Here list the total # of new students you expect to hire for this position.
9. **Salary:** List the salary for this position
- For most on-campus positions funded through Federal Work Study, the salary is \$7.25/hour.
 - o Exceptions are Community Based Federal Work Study positions (\$10/hour) and positions where your office budget supplements hourly wage beyond the \$7.25/hour