



STUDENT EMPLOYMENT

Student Job Description Template

Job Description

Job Title:

Employee Name:

USC ID:

Supervisor:

| | | |
|----------------------|---------------------------------------|----------------------|
| <input type="text"/> | <input type="text" value="9 digits"/> | <input type="text"/> |
|----------------------|---------------------------------------|----------------------|

Job Code:

Scheduled Hours:

Funding Source:

| | | |
|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
|----------------------|----------------------|----------------------|

Job Purpose:

| | Essential Function? | Percentage of Time: |
|------------------|----------------------------|----------------------------|
| Job Duty: | <input type="text"/> | <input type="text"/> |
| Job Duty: | <input type="text"/> | <input type="text"/> |
| Job Duty: | <input type="text"/> | <input type="text"/> |
| Job Duty: | <input type="text"/> | <input type="text"/> |
| Job Duty: | <input type="text"/> | <input type="text"/> |

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Guidelines and supervision received to do this job, including independence and discretion:

Minimum Qualifications:

Knowledge, Skills, Abilities:

Preferred Qualifications:

Mental Demands:

Additional Mental Demands:

Physical Demands:

Additional Physical Demands:

Lifting Requirements:

Visual Activity Requirements:

Noise Conditions:

Physical Demands (elements exposed to):

Equipment Needed to Perform Duties:

Additional Equipment Needed to Perform Duties:

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