

STUDENT EMPLOYMENT JOB DESCRIPTION

❖ NEW JOB? _____ ❖ RE-POST / REMOVE / CHANGE (CIRCLE ONE)
YES or NO

Dept/Agency: _____ Supervisor: _____

Phone: _____ Mail Code: _____ E-mail: _____



Student Job Title: _____

Hourly Pay: _____ Employee Level: 1 _____ 2 _____ 3 _____ 4 _____
(Please refer to the Hourly Student Wage Scale for allowable pay rates and Student Employee Levels)

Type of student pay: Work-study only _____ Regular Wage only _____ Both _____

WORK HOURS: During business hours _____ Evenings _____ Other _____

DURATION (check one): Full Year: _____ Academic Year: _____ Summer Only: _____

On Campus: _____ Off Campus: _____

Description of duties: _____

Requirements/Skills: _____

❖ Post Job? _____
YES OR NO

Please notify Financial Aid EACH TIME you wish to remove or re-post the position.
Call (503)725-4950 or e-mail brownesh@pdx.edu

Department Payroll Coordinator: _____ Phone: _____
(Please Print Name)

Organization Code: _____ Today's Date: _____
(six digit number)

HRC Position number: _____

FA USE ONLY

Approved by: _____ Date: _____