



OFFICE OF STUDENT EMPLOYMENT
JOB DESCRIPTION FORM

INSTRUCTIONS: Complete one form for each student position in your department. Return completed forms to Yuliana Garcia via intercampus mail or email to ygarcia@msmc.la.edu.

SECTION 1:

Date: Campus (double click box) [ ] Chalon [ ] Doheny
Department: Dept. No.
Supervisor of Student Employees: Phone ext.

SECTION 2: JOB DESCRIPTION

Job Title

Duties and Responsibilities:

Skills, Knowledge, Abilities, and Experience Required:

SECTION 3: Please double click on one box in each of the sections.

Nature of Work

- [ ] Routine tasks or duties
[ ] Generally routine and sometimes complex, but must follow set, defined procedures
[ ] None of the above, work is more complex

Supervision Required

- [ ] Well supervised - all (most) work is checked
[ ] Moderate amount of supervision
[ ] No supervision

Accountability (Decision Making)

- [ ] Assigned tasks done as specified
[ ] Assigned tasks with minimal decisions
[ ] Moderate amount of judgments made
[ ] Independent judgment and/or decision making ability

Supervision of Others

- [ ] Never
[ ] Sharing knowledge with fellow workers (helping)
[ ] Teaches tasks, procedures
[ ] Trains, instructs, assigns or supervises students

Knowledge/Skills/Experience

- [ ] No previous experience required
[ ] None or minimal skill and/or previous work experience
[ ] Previous skills required and training necessary
[ ] Complex, must have specific skills, minimal training
[ ] Complex, highly technical, must have specialized skills, competency and experience

Confidentiality

- [ ] Does not work with any confidential information
[ ] Some work confidential
[ ] Handles confidential information much of the time

FOR STUDENT EMPLOYMENT OFFICE USE ONLY:

Job Level \_\_\_\_\_ Code Number \_\_\_\_\_