



HUMAN RESOURCES

STUDENT EMPLOYMENT

CENTRAL MICHIGAN UNIVERSITY

STUDENT EMPLOYMENT SERVICES POSITION DESCRIPTION FORM

Instructions: Complete ALL pages of this form. Return it to Student Employment Services via email (stuempl@cmich.edu) for job level determination. Call (989) 774-3881 if you have any questions.

Department: _____

Department Contact Person: _____

Job Title of Student Position: _____

Job Duties and Qualifications * **Please see NACE Career Readiness Competencies on Page 2**

Signature

Department Chairperson, Manager or Supervisor

For wage information please visit our website: <https://ses.cmich.edu>.

National Association of Colleges and Employers (NACE) Career Readiness Competencies

On campus employment should prepare students with skills that can be utilized in their post-education endeavors. The NACE Competencies below should be utilized by managers to assist in closing the gap between higher education and the world of work, and ensure that student employees at Central Michigan University have effectively gained skills necessary to enter, and become part of, a strong, productive workforce.

Please utilize these competencies in writing your job description

- **Critical Thinking/Problem Solving:** Exercise sound reasoning to analyze issues, make decisions, and overcome problems. The individual can obtain, interpret, and use knowledge, facts, and data in this process, and may demonstrate originality and inventiveness.
- **Oral/Written Communications:** Articulate thoughts and ideas clearly and effectively in written and oral forms to persons inside and outside of the organization. The individual has public speaking skills; is able to express ideas to others; and can write/edit memos, letters, and complex technical reports clearly and effectively.
- **Teamwork/Collaboration:** Build collaborative relationships with colleagues and customers representing diverse cultures, races, ages, genders, religions, lifestyles, and viewpoints. The individual is able to work within a team structure, and can negotiate and manage conflict.
- **Digital Technology:** Leverage existing digital technologies ethically and efficiently to solve problems, complete tasks, and accomplish goals. The individual demonstrates effective adaptability to new and emerging technologies.
- **Leadership:** Leverage the strengths of others to achieve common goals, and use interpersonal skills to coach and develop others. The individual is able to assess and manage his/her emotions and those of others; use empathetic skills to guide and motivate; and organize, prioritize, and delegate work.
- **Professionalism/Work Ethic:** Demonstrate personal accountability and effective work habits, e.g., punctuality, working productively with others, and time workload management, and understand the impact of non-verbal communication on professional work image. The individual demonstrates integrity and ethical behavior, acts responsibly with the interests of the larger community in mind, and is able to learn from his/her mistakes.
- **Career Management:** Identify and articulate one's skills, strengths, knowledge, and experiences relevant to the position desired and career goals and identify areas necessary for professional growth. The individual is able to navigate and explore job options, understands and can take the steps necessary to pursue opportunities, and understands how to self-advocate for opportunities in the workplace.
- **Global/Intercultural Fluency:** Value, respect, and learn from diverse cultures, races, ages, genders, sexual orientations, and religions. The individual demonstrates, openness, inclusiveness, sensitivity, and the ability to interact respectfully with all people and understand individuals' differences.

Please check one option in each of the categories.

| Accountability (Decision Making) | |
|---|--|
| | Assigned tasks done as specified |
| | Assigned tasks with minimal decisions |
| | Judgments made |
| | Interpretations made |
| | Must be responsible for work performed by others |

| Supervision of Others | |
|------------------------------|---|
| | Never |
| | Sharing knowledge with fellow workers (helping) |
| | Teaches tasks, procedures |
| | Supervises others |
| | Assigns task to others |

| Confidentiality | |
|------------------------|---|
| | Does not work with confidential information |
| | Some work is confidential |
| | Handles confidential information much of the time |

| Consequence of Error | |
|-----------------------------|---|
| | Limited to department, easily correctable |
| | Correctable, impact reaches beyond work unit or department. |
| | Severe, correction difficult and/or impossible |

| Nature of Work | |
|-----------------------|---|
| | Being there, time to study on the job |
| | Routine tasks or duties |
| | Beyond routine, but must follow set, defined procedures |
| | None of the above, work is more complex |

| Supervision Required | |
|-----------------------------|--|
| | All (most) of the work reviewed |
| | Work independently less than 50% of the time |
| | Work independently more than 50% of the time |
| | Little or no supervision |

| Knowledge/Experience | |
|-----------------------------|--|
| | No previous experience necessary |
| | Easily acquired skills, minimal training necessary |
| | Previous skills required and training necessary |
| | Complex, must have specialized skills, minimal training necessary |
| | Complex, highly technical, must have specialized skills, no training necessary |

| Does this Position Require: | |
|------------------------------------|------------------------------------|
| | Research |
| | Computer programming |
| | Teaching of others (as instructor) |
| | Graduate student |
| | None of the above |

| Scope of Work (Contact with Others) | |
|--|-------------------------------|
| | Limited to co-workers |
| | Reaches to other departments |
| | Campus (or Agency) wide |
| | Beyond the campus (or Agency) |

For SES use only:
Job Classification:
 1 2 3

If this position is classified as Level 3, what is your proposed hourly rate? \$_____