Creating a Job Description

Position Overview

- Explain in detail the roles and responsibilities/duties/position title; be accurate, clear and concise
- Think about the specific tasks and projects the employee will complete, if possible list them
- Include a tentative start and end date, total number of hours to be completed or average hours per week **(Students should not work more than 20 hours per week)**

Supervision

- Specify who will the student employee report to
- The job should also serve as a learning experience for the student employee
- The student employee should receive feedback about their performance

Compensation

- As of January 2020, the Maryland state minimum wage is $11.00 per hour
- Depending on the job responsibilities, new student hires are paid anywhere from minimum wage to pay reflecting higher skill sets and responsibilities per hour
- Pay increases is at the employers' discretion, however the average pay increase is $.25 - $.50 per academic year

Qualifications

- List both the required and preferred qualifications; differentiate between the two
- Examples of qualifications include GPA, classification, skills, Federal Work-Study status, level of experience, etc.

How to Apply

- Provide contact information
- Outline what is needed for a complete application (On-Campus Student Application, resume, cover letter, references, etc.)

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