

STUDENT EMPLOYMENT JOB DESCRIPTION CONTRACT

Student Employee Name: _____ **Student ID #:** _____
Department: _____ **Existing Position:** Y N
Position Name: _____ **Wage:** _____
Supervisor: _____ **Hours/Week:** _____
Duration (Start/End Dates): _____ **GL Code:** _____

Purpose of Job:

Using a short paragraph, please provide a description of what the idea behind the position is. This does not need to be more than a few sentences, but it should provide an idea of what the students will be doing as employees and why it would be beneficial.

Duties and Responsibilities:

Include a handful of bullet points describing the specifics of what the student would be doing. This will show what is expected of the student; make it clear enough that this contract will be able to clearly display to the student what they have agreed to do.

Job Qualifications:

Provide a list of qualifying skills and experience for this position. Students should be aware of the qualities and characteristics they are meant to display.

Photo Opt. Out Release:

On occasion, photographers and/or videographers will be on campus documenting events and life at Simpson College. As a student employee of Simpson College, I acknowledge that photographs or recordings may be taken by the college or its designees in public areas of the campus and regional centers and at college events. The college may use such photographs or recordings to document, promote, or provide information about the college and its programs without prior consent by individuals depicted or recorded in them. Public areas include but are not limited to outdoor areas, classrooms, laboratories, library, athletic facilities, residence hall common areas, dining and gathering facilities, meeting rooms, and performance spaces. I acknowledge that photos may be taken at my time and place of employment on campus.

Check the box below ONLY if you do NOT agree to allow the use of your photograph, image, etc. by Simpson College.

I refuse the use of my photograph/image/voice/name as a representation of Simpson College.

I have read this Job Description and accept responsibility for performing to its expectations. The above responsibilities are essential job functions, subject to reasonable accommodation. Job requirements listed indicate the minimum level of knowledge, skills and/or ability deemed necessary to perform the job proficiently. This Job Description is not to be construed as an exhaustive statement of duties, responsibilities, or requirements. Student employees may be required to perform any other job-related tasks as requested by their supervisor, subject to reasonable accommodation.

Student Signature: _____ **Date:** _____

Supervisor Signature: _____ **Date:** _____