



University of
Massachusetts
Dartmouth

Student Position Description Form for Community Service Learning Program

Dear Supervisor: **Please list only one position on each sheet and check off in each job level category the statement which best fits the position listed.** If you need to explain or provide additional information, use the space provided or attach an additional sheet.

Student Position Title _____

Organization _____ Telephone _____

Address _____

Position Location _____

Approximate total number of hours requested for this position per week _____ Academic Year _____

Student Position Description _____

Qualifications Required _____

Job Level Determination: check only one box in each category best describing the position.

Training and experience required

- (0) Entry level, no experience needed.
- (1) Previous experience or knowledge needed.
- (2) Proficiency, specialized knowledge or training experience needed.

Supervision received

- (0) Requires direct supervision of an administrative or clerical person to check work and duties
- (1) Requires minimal supervision.

Supervision exercised

- (0) None.
- (1) May exercise supervision over student employees performing routine duties.

Total Points _____ Total points equal the job level designation. Add the number from each category to obtain the job level. (A score of "0" equals job level 1.) Job level determines student pay scale, refer to the recommended pay scale chart for wage rate information.

Supervisor Signature

Date

Supervisor's Name(Print)

Email

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Return to:
Student Employment
Financial Aid Services
Admin Bldg. – Room 105
Fax: 508-999-8935