



On-Campus Job Description Guidelines

The table below outlines the information to include in an on-campus job description.

Job Title	Clearly identifies the role, helping students quickly understand the nature of the position and ensuring consistency across job postings.
Department	Indicates which office or area the job is in, helping students know who they will work for and where the role is housed within the university.
Hourly Rate	\$12 per hour for both Bi-Weekly and Work Study students
Work Hours	Up to 20 hours per week
Position Summary	Provides a brief overview of the job, giving students a clear snapshot of what the role is about before reading the full description. <i>3-5 sentences.</i>
Purpose and Learning Outcomes	Explains why the job exists and what skills or knowledge students will gain, ensuring the role supports their learning and career development. <i>4-6 bullets.</i>
Key Responsibilities	Outlines the main tasks and duties of the job, giving students a clear understanding of what they will do day-to-day and helping set clear expectations for performance. <i>Ensure that the tasks and duties align with the NACE Career Readiness Competencies.</i>
Qualifications (include preferred and required)	Lists the skills, experiences, or requirements needed for the job, helping students understand what is expected before applying and ensuring the right fit for the role.
Experience Gained in this Role (NACE Career Readiness Competencies)	Connects the job to specific NACE competencies, showing students how the role will build career readiness skills they can apply in future opportunities. <i>Include 2-3.</i>

The job should be posted on Handshake, where students will apply. The following information will be requested in addition to the information above:

- Position Type – On Campus Student Employment
- Location Requirements – Onsite Location
- Time Requirements
 - Part-Time, up to 20 hours per week
 - Temporary
 - Estimated start and end dates
- Job Category
- Candidate Qualifications
 - US Work Authorization
 - Skills (gathered from qualifications)
 - Classifications
 - Majors
 - Minimum GPA
- Application open and close dates
- Documents required from students when they apply

Sample Job Description:



Job Title: Student Employee

Department: Career Development Services (CDS)

Hourly Rate: \$12/hour

Work Hours: Up to 20 hours per week (flexible with class schedule)

Position Summary:

The Student Employee will provide essential support to the daily operations of the Career Development Services (CDS) office through a combination of administrative, clerical, and customer service tasks. In addition, the student will assist with the planning and execution of departmental events throughout the academic year. This position is ideal for a proactive and organized individual seeking professional experience in a career-focused environment.

Purpose and Learning Outcomes:

- Gain insight into the operational structure and services of a career development office
- Assist with the coordination and delivery of programs, workshops, and recruitment events
- Engage with student peers and professionals to enhance communication and networking skills
- Build resume experience and expand your professional network
- Deepen your understanding of career readiness and the job search process
- Participate in ongoing coaching and feedback to support personal and professional growth

Key Responsibilities:

- Serve as a first point of contact for students, staff, alumni, and employers; provide assistance or direct inquiries to the appropriate personnel
- Manage incoming phone calls, take accurate messages, and communicate effectively with CDS staff
- Assist with logistical support and promotional efforts for CDS events such as career fairs, employer visits, and workshops
- Provide peer-to-peer support with job search tools like Handshake, resume reviews, and cover letter feedback (following appropriate training)
- Contribute to various office projects and tasks as assigned
- Attend departmental meetings and support campus programming, as directed

Qualifications:

Preferred knowledge, skills, and personal qualifications:

- Familiarity with standard office equipment and software, including photocopiers, voicemail systems, and Microsoft Office
- Strong interpersonal, communication, and problem-solving skills
- Ability to work independently with minimal supervision and complete assigned tasks on time
- Eagerness to take on new challenges and contribute to team initiatives

Required Qualifications:

- Currently enrolled full-time and in good academic standing at Alabama A&M University
- Strong verbal and written communication skills
- Professional demeanor with punctuality and reliability
- Willingness to adhere to the University dress code and office standards
- Availability to work 15–20 hours per week as determined by supervisor

Experience Gained in this Role:

By the end of the employment period, the student will have developed skills in:

- **Communication:** Students will be able to communicate clearly and effectively in a variety of settings, and will demonstrate exceptional customer service skills
- **Career & Self-Development:** Students will be able to articulate their career goals and the steps needed to meet those goals. Students will be knowledgeable about the professional development tools and resources available to them.
- **Professionalism:** Students will be able to comfortably network and converse with employers in a professional setting. Students will learn how to maintain a professional demeanor in a variety of settings.