*If you have a note about considering students with/without work-study award, add it here. Examples:*

* *All applicants will be considered for this opportunity, regardless of work-study status.*
* *Only applicants with work-study award can be considered for this role.*

**Position Summary**

[Department Name] seeks to hire a [Position Title] to [general description of job function]. This position will help student employees gain skills such as [learning outcomes, etc.]

*Example:*

The Gordon Career Center seeks to hire a Peer Career Advisor to assist with the operational responsibilities of resume review appointments, as well as professional development programs for students. This position will help student employees gain skills in customer service and creative strategizing.

**Primary Duties and Responsibilities**

*Bulleted list with verbs in the present tense. Example:*

* Answer phones and emails.
* Greet visitors.
* Operate a printer.

**Desired Skills & Qualifications**

*Are there any preferred qualifications? Example:*

* Work-study eligibility
* Class year or major
* Traits like attention to detail, goal-oriented, team player.
* Relevant experience or skills like language fluency, specific technology programs, etc.

*NOTE: Identity-related experiences or knowledge* ***cannot be required****. See the* [University’s Equal Employment Opportunity statement](https://www.wesleyan.edu/hr/handbook/staff-employment/index.html) *for more context. If identity-related experiences or knowledge is relevant to the position, candidates with those identities can be encouraged to apply. For example, a position providing community-specific services can encourage students from that community to apply.*

**Schedule & Availability**

* *Semester or Academic Year the position is for – potential to be re-hired the following year?*
* *How many hours per week? How long are shifts, and how many shifts per week?*
* *Is the work in-person, remote, or hybrid?*
* *Department Location.*
* *What times and days of the week are shifts available?*
* *Any required weekly meetings?*

**Job Classification**

*If all students in the same position are paid the same, this section can be deleted.* *If students are paid more the more semesters/years they work in the same position, this pay-scale must be outlined. Example:*

* Entry-Level - $15.69/hour
* Returning Students - Additional $0.25/hour each additional semester

**Primary Supervisor**

*Name, Title, Email*

**Contact**

*If different from the Primary Supervisor, who can applicants contact with any questions about the position? Name, Title, Email*

**Performance Evaluation**

*How and when will students' work be reviewed*? *Example:*

* Supervisor will check in weekly and share feedback as applicable.
* Supervisor will conduct a performance review discussion at the end of the semester.

**Application Instructions**

*NOTE: Students must apply for campus jobs via Handshake, Wesleyan's career management platform, so there is a record of their application. Students click "Apply" on the job posting to submit their application materials. If you do not require application materials, you will solely have access to the applicant's Handshake Profile, which houses information about their previous experiences and skills.*

*What application materials will be collected? How will the applicants be assessed? Example:*

* *(Default)* Apply via Handshake with a [completed Handshake Profile](https://careercenter.wesleyan.edu/resources/handshake-profile-101/).
* Apply via Handshake and submit the Google Form linked here.
* Apply via Handshake and submit a cover letter.
* Apply via Handshake and email [{email@wesleyan.edu](mailto:%7bemail@wesleyan.edu)} expressing your interest in the position and relevant experience.