**Student Employment Position Description Form**

This form is to be completed by the direct supervisor and emailed to SEP Coordinator, Noor AlOraidi [suleimannh@vcu.edu](mailto:suleimannh@vcu.edu).

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| **Job Title:** | **Department Name:** |
| **Supervisor Name\*:** | **Supervisor Email:**  **Supervisor Phone:** |
| **Hours per week:** | **Number of Openings:** |
| **Essential Qualifications (Major, Year, Knowledge, Skills and/or Experience)** | |
| **Essential Functions (Duties and Responsibilities)** | |

\*Supervisor is the one to whom the student employee reports and is eligible to approve student employee time sheet.