**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.

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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.