



Job Description Tip Sheet

Job Title

Position Titles should describe the main role(s), functions and responsibilities of the position(s) rather than simply a functional area.

Acceptable

- Administrative Assistant
- Sales Associate
- Marketing Assistant

Unacceptable

- Work Study
- Student Sales
- Research Assistant
- 'Worker' in Title

Pay Rate

The pay rate of the job description must be a specified amount or reasonable range. It must contain a stated rate and not simply "Depends on Experience".

Acceptable

- \$9.30-10.00
- \$10.15
- \$10.50

Unacceptable

- Depends on Experience
- TBD
- Varies

Job Description

The Job Description should outline specific duties and responsibilities of the position and should be more than a few lines of text.

Do's

- Include a brief summary of the job
- Break down daily tasks
- State flexibility with classes
- Categorize with percentages

Don'ts

- Don't clump info into paragraphs. Use bullet points
- Post multiple positions into one posting. (i.e. Server, Dish Washer, and Cook).
- Assume that students will know daily tasks based on position title.

Experience Gained & Career Competencies

All on campus positions are now required to include a section in their job description explaining what students will learn from the position. This should be in the form of knowledge, skills, and/or abilities, and must align with **at least two** of the career competencies below. Sample behaviors are listed as *examples only*.

Career & Self Development- Students will gain an awareness of their own strengths and weaknesses, including how to apply feedback received and how to seek out opportunities for development.

Communication-Students will learn how to be better communicators by interacting with peers, co-workers, or customers in writing and/or verbally and nonverbally.

Critical Thinking- Students will collaborate with peers and gain analytical skills by evaluating current procedures and determining effectiveness through the use of data and research.

Technology- Students will learn how to use Photoshop to create and design marketing materials. This position will teach students how to use office technology to improve efficiency and productivity on the job.

Teamwork- Students will gain knowledge about other cultures through interacting with members of the community. This position will provide students with skills to help communicate with others how our choices impact our community.

Equity & Inclusion- Students will seek out diversity of thought when making decisions to ensure equitable and inclusive practices. Students will engage in anti-racist practices to actively contribute to the institutions mission to become an anti-racist university.

Leadership- Students will serve as role models for their co-workers and fellow students. Students will have the opportunity to plan, initiate, manage, complete and evaluate a project.

Professionalism- Students demonstrate a positive personal, office, and university brand. Students are present and prepared regardless of the work environment.



Example Job Description

Job Title: Social Media and Marketing Assistant

Department/Office:

Hourly Wage: \$10.00/hr.

This job summary provides an overview of the position.



General Purpose/Agency Overview

The Social of Greenwood has a mission to provide programs, activities, and services designed to enhance the quality of life of those 50 and beyond in our community.

The Social Media and Marketing Assistant position is an advanced leadership opportunity for current University of Dayton students to represent the Assistant brings the student perspective to the office and conducts outreach to the community.

Essential Duties and Responsibilities

- 50% Designing both marketing materials and social media posts to inform the community of events and announcements.
- 30% Facilitating and arranging special guest speakers for events, including arranging rooms and logistics and marketing opportunities.
- 20% Attending and representing the organization in committees, and coordination of meetings.

Qualifications

Separating "Required" & "Preferred" Qualifications helps convey to students what will screen them out of the applicant pool and what attributes are simply beneficial to have.



Required Qualifications

- Possess at least a sophomore status at UD.
- Have and maintain a cumulative GPA of 2.5 or greater.
- Must be reliable and able manage time to work on multiple projects.
- Must be able to work independently and on a team.

Preferred Qualifications

- Working knowledge of Microsoft Office Suite programs.
- Experience creating social media posts/plans for marketing purposes.
- Experience creating graphics using MS Publisher, Piktochart, Canva, or similar program.
- Communications, marketing, and education coursework and majors preferred.

Experience Gained in this Role

Critical Thinking – This position will teach students how to make decisions quickly through the use of problem solving and collaborating with team.

Equity & Inclusion – Students will gain knowledge about other cultures and types of people through interacting with members of the community.

Teamwork- Students will gain the ability to collaborate more effectively with others by participating on team projects within the workplace.

Students will learn how to stay organized and manage their time effectively by balancing various administrative tasks in an office setting.



'Experience Gained' section should include 2 career competencies