



PAYROLL OFFICE

Student Employment Position Description

Created: _____ Last Mod: _____

Position Title:

Position Code: []

Department:

Reports To:

Supervises:

Position Summary:

Hours Required:

Dress Requirements:

Skills, Characteristics, and Experience Required:

-

Special Working Conditions:

| Primary Duties | |
|----------------|--|
| 1. | |
| 2. | |
| 3. | |
| 4. | |
| 5. | |
| 6. | Maintain consistent and reliable attendance. |

| Secondary Duties | |
|------------------|---------------------------|
| 1. | |
| 2. | Other duties as assigned. |