

**St. Olaf College Student Work Job Description**

Department or Office \_\_\_\_\_ Unit number \_\_\_\_\_

Job Title: \_\_\_\_\_  
 \_\_\_\_\_

Stipend Amount per semester: \_\_\_\_\_ Please check semesters to disburse stipend: Fall \_\_\_ Spring \_\_\_

Duties (Please be as specific as possible):

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

Skills required to perform this job:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

Please respond to the following statements as they relate to this position

	Never	Rarely	Sometimes	Usually	Always
1. Student works in a supervised work space	1	2	3	4	5
2. Student works independently	1	2	3	4	5
3. Student interacts with the public/other students/faculty & staff	1	2	3	4	5
4. Student is required to make decisions on his/her own	1	2	3	4	5
5. The student supervises other student workers	1	2	3	4	5

Office Use: 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_ 5. \_\_\_\_\_