**POSITION DESCRIPTION**

**Job Title:**

**Department:**

**Department #:**

**Manager/Supervisor:**

**Location:**

**Ext:**

**DUTIES ASSOCIATED WITH POSITION**:

* Performs other duties to support the College as assigned

**REQUIRED SKILLS:**



**NUMBER OF HOURS PER WEEK ANTICIPATED**:

**TIME REQUIREMENTS:**

**EMPLOYEES WILL REQUIRE ADDITIONAL TRAININGS**?

**SPECIAL CONSIDERATIONS:**

**Community-Based Service Work Requirement:** In support of our core value of compassion, which calls us to “consciously reach out beyond our college boundaries to serve the needs of others,” all student employees at Saint Joseph’s College are expected to complete eight (8) hours of community-based service work, **prior to FWS exhausting**. These hours can be completed all at once or incrementally. You will receive payment for the 8 community-based service hours as completed on a bi-weekly basis*.* ***Student employees will have ten weeks to complete their eight (8) hours of community-based work from the start of their position.*** This work is to be coordinated with the student employee’s department manager throughout the semester and students can participate as it fits their schedule. This community-based service work relates directly to the Core Values of Community, Justice, Excellence, and Respect which are the foundation of the College.