

Student Employee Position Description Templates

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Position Posting Template

Position Title

- Standard title as provided by the [Student Employee Wage Matrix](#) and by Student Employment

Level of Support

- Standard as provided by the [Student Employee Wage Matrix](#)

Wage per Hour

- Added by the department. Must be within the ranges listed on the [Student Employee Wage Matrix](#)

Position Type

- On-Campus FWS, Off-campus FWS, Non-FWS

Number of Openings

- Added by the department

Position Specific Summary

- Added by the department. This should be a one paragraph statement of the most important functions and responsibilities of the position, the department the student will be working for, location, and may include identifying the position's direct supervisor.

Standard Position Description

- Standard description as provided by the [Student Employee Wage Matrix](#) and by Student Employment

Professional Outcomes

- Added by the department. Select 2-3 professional competencies that the student will develop in the position. The GW Professional Competencies are described [here](#).

Required Qualifications

- Standard requirements as provided by the [Student Employee Wage Matrix](#) and by Student Employment

Preferred Qualifications

- Added by the department. Take into consideration if your requirements are really a requirement upon entering a new position, or are you willing to train the student? Keep it simple. If the student will be working in Excel workbooks, consider using "aptitude to learn new technology" and/or "great organization skills." Many students can be trained to use technology/systems, but will not apply to positions they do not feel qualified for.

Position Descriptions

Student Academic Assistant - Student Support I

Position Title: Student Academic Assistant

Level of Support: Student Support I

Wage per Hour: Select from Range [\$14.00 - \$15.00]

Position Type: [added by the department: On-Campus FWS, Off-Campus FWS, Non-FWS]

Number of Openings: [added by the department]

Position Specific Summary: [added by the department]

Standard Position Description:

- The student will assist in supporting courses and administrative academic functions.
- Tasks may include: Checking class attendance and participation, grading assignments, taking notes during class, and preparation of course materials.
- Special projects or duties may be assigned related to specific office needs.

Professional Outcomes: [Sample: Communication, Professionalism]

Required Qualifications: This is an entry level position, little to no experience required, all training will be provided (Students working in an instructional capacity should be very familiar with the subject area in which they are working).

Preferred Qualifications: [Sample: Basic familiarity with Microsoft programs and office equipment, detail oriented, strong cross-cultural and communication skills]

Student Academic Assistant - Student Support II

Position Title: Student Academic Assistant

Level of Support: Student Support II

Wage per Hour: Select from Range [\$15.00 - \$17.00]

Position Type: [added by the department: On-Campus FWS, Off-Campus FWS, Non-FWS]

Number of Openings: [added by the department]

Position Specific Summary: [added by the department]

Standard Position Description:

- The student will support professors and/or graduate teaching assistants during lectures and laboratory sessions.
- Tasks may include: assist the instructor with lecture and or laboratory sessions, grading assignments, taking notes during class, may hold office hours to assist students, and preparation of course materials.
- Special projects or duties may be assigned related to specific office needs.

Professional Outcomes: [Sample: Communication, Professionalism]

Required Qualifications: Some applicable educational, technical, or professional experience required, some training will be provided.

Preferred Qualifications: [Sample: Basic familiarity with Microsoft programs and office equipment, detail oriented, strong cross-cultural and communication skills]

Student Access Assistant - Student Support I

Position Title: Student Access Assistant

Level of Support: Student Support I

Wage per Hour: Select from Range [\$14.00 - \$15.00]

Position Type: [added by the department: On-Campus FWS, Off-Campus FWS, Non-FWS]

Number of Openings: [added by the department]

Position Specific Summary: [added by the department]

Standard Position Description:

- The student will serve as an access monitor for GW departments, spaces, or buildings.
- Tasks may include: monitoring entry and exit to University facilities, verify identification and access of community members into buildings, and ensure safety and security of assigned area by identifying safety hazards, policy violations, and security concerns and immediately reporting such to GWPDP.
- Special projects or duties may be assigned related to specific office needs.

Professional Outcomes: [Sample: Communication, Professionalism, Critical Thinking and Creative Problem Solving]

Required Qualifications: This is an entry level position, little to no experience required, all training will be provided.

Preferred Qualifications: [Sample: Knowledge and familiarity with GW campus resources (Safety and Security, Student Affairs, Title IX, etc.), superior communications skills, customer service experience]

Student Administrative Assistant - Student Support I

Position Title: Student Administrative Assistant

Level of Support: Student Support I

Wage per Hour: Select from Range [\$14.00 - \$15.00]

Position Type: [added by the department: On-Campus FWS, Off-Campus FWS, Non-FWS]

Number of Openings: [added by the department]

Position Specific Summary: [added by the department]

Standard Position Description:

- The student will serve as an administrative assistant and perform tasks to support the operations of the office or department.
- Tasks may include: assembling materials, filing, photocopying, giving directions or information, responding to phone or email inquiries, scanning and/indexing documents, light data entry, and other general office tasks.
- Special projects or duties may be assigned related to specific office needs.

Professional Outcomes: [Sample: Communication, Professionalism]

Required Qualifications: This is an entry level position, little to no experience required, all training will be provided.

Preferred Qualifications: [Sample: Basic familiarity with Microsoft programs and office equipment, customer service experience, detail oriented, strong cross-cultural and communication skills, ability to multitask, willing to learn]

Student Administrative Assistant - Student Support II

Position Title: Student Administrative Assistant

Level of Support: Student Support II

Wage per Hour: Select from Range [\$15.00 - \$17.00]

Position Type: [added by the department: On-Campus FWS, Off-Campus FWS, Non-FWS]

Number of Openings: [added by the department]

Position Specific Summary: [added by the department]

Standard Position Description:

- The student will serve as an administrative assistant and perform tasks to support the operations of the office or department with some discretion completing assignments, projects, and duties.
- Tasks may also include: managing small to mid-level projects or events, responding to departmental inquiries, assist with communications and marketing, data entry, and other general office tasks.
- Special projects or duties may be assigned related to specific office needs.

Professional Outcomes: [Sample: Leadership, Professionalism, Critical Thinking and Creative Problem Solving]

Required Qualifications: Some applicable educational, technical, or professional experience required, some training will be provided.

Preferred Qualifications: [Sample: Self motivated, leadership experience, specific technology experience, project development or management]

Student Alumni Engagement Assistant - Student Support I

Position Title: Student Alumni Engagement Assistant

Level of Support: Student Support I

Wage per Hour: Select from Range [\$14.00 - \$15.00]

Position Type: [added by the department: On-Campus FWS, Off-Campus FWS, Non-FWS]

Number of Openings: [added by the department]

Position Specific Summary: [added by the department]

Standard Position Description:

- The student will support the relationship and the connection between alumni the university.
- Tasks may include: contacting alumni to update demographic information, keep alumni connected to the University, and solicit monetary gifts to support students through academic programs, scholarships, and student life.
- Special projects or other duties may be assigned related to specific departmental needs.

Professional Outcomes: [Sample: Leadership, Communication, Global Perspective]

Required Qualifications: This is an entry level position, little to no experience required, all training will be provided.

Preferred Qualifications: [Sample: Reliable, good academic standing, leadership skills, strong written and verbal communication skills, strong cross-cultural skills, team player, desire to assist other students.]

Student Ambassador - Student Support I

Position Title: Student Ambassador

Level of Support: Student Support I

Wage per Hour: Select from Range [\$14.00 - \$15.00]

Position Type: [added by the department: On-Campus FWS, Off-Campus FWS, Non-FWS]

Number of Openings: [added by the department]

Position Specific Summary: [added by the department]

Standard Position Description:

- The student will supplement the goals of the department/program by facilitating connections between the department/program and other individuals and groups.
- Tasks may include: representing the department/program at a variety of functions such as events across campus and in the wider community, giving tours or presentations for the department/program, and/or offer peer-to-peer guidance on a group or individual basis.
- Special projects or other duties may be assigned related to specific departmental needs.

Professional Outcomes: [Sample: Leadership, Communication, Global Perspective]

Required Qualifications: This is an entry level position, little to no experience required, all training will be provided.

Preferred Qualifications: [Sample: Reliable, good academic standing, leadership skills, strong written and verbal communication skills, strong cross-cultural skills, team player, desire to assist other students.]

Student Ambassador - Student Support II

Position Title: Student Ambassador II

Level of Support: Student Support II

Wage per Hour: Select from Range [\$15.00 - \$17.00]

Position Type: [added by the department: On-Campus FWS, Off-Campus FWS, Non-FWS]

Number of Openings: [added by the department]

Position Specific Summary: [added by the department]

Standard Position Description:

- The student will support the department or program by managing or running special projects or events, and serve as a liaison to build connections between the department and other individuals and groups
- Tasks may include: develop or manage projects/programs, provide logistic, administrative, and/or marketing support, give presentations for the department/program, provide mentorship and/or offer peer-to-peer academic, career, and/or personal guidance on a group or individual basis, represent the department/program at university or community events, and may include some general supervision of students or student staff.
- Special projects or other duties may be assigned related to specific departmental needs.

Professional Outcomes: [Sample: Leadership, Communication, Global Perspective]

Required Qualifications: Some applicable educational, technical, or professional experience required, some training will be provided.

Preferred Qualifications: [Sample: Program or project management, good academic standing, leadership skills, strong written and verbal communication skills, strong cross-cultural skills, team player, desire to assist other students.]

Student Athletic Trainer - Student Support IV

Position Title: Student Athletic Trainer

Level of Support: Student Support IV

Wage per Hour: Select from Range [Positions that **require** special certification or licenses to perform position functions may pay up to market price for the role only with **prior approval** from Student Employment]

Position Type: [added by the department: On-Campus FWS, Off-Campus FWS, Non-FWS]

Number of Openings: [added by the department]

Position Specific Summary: [added by the department]

Standard Position Description:

- The student will provide athletic training services for university events.
- Tasks may include: providing on-site supervision and care for “high-risk” club home games/matches, care for injuries that occur on the field to include sprains, cuts, broken bones, concussions, dislocations, etc., determine whether a participant can return to play during that game; and develop and maintain communication with sport club coaches and/or club officers, and coordinate all medical referrals for advanced diagnostics, concussion treatment, and other serious injuries requiring advanced medical care
- Special projects or other duties may be assigned related to specific departmental needs.

Professional Outcomes: [Sample: Teamwork and Collaboration, Leadership]

Required Qualifications:

- National certification through the NATA BOC (National Athletic Trainers Association Board of Certification)
- Two years of experience working as a certified athletic trainer in a sport/recreation setting
- First Aid/CPR/AED for the Professional Rescuer certification
- Ability to work evenings and weekends

Preferred Qualifications: [Sample: Previous athletic trainer experience is preferred. A high level of maturity and the desire to work as part of a team are also expected.]

Student Athletics Assistant - Student Support I

Position Title: Student Athletics Assistant

Level of Support: Student Support I

Wage per Hour: Select from Range [\$14.00 - \$15.00]

Position Type: [added by the department: On-Campus FWS, Off-Campus FWS, Non-FWS]

Number of Openings: [added by the department]

Position Specific Summary: [added by the department]

Standard Position Description:

- The student will support athletic and recreation activities.
- Tasks may include: providing logistical support for athletic events, performing as an intramural sports referee, act as a camp counselor, perform in athletic events, and other administrative duties. Positions vary, please see the department's position summary for specific duties.
- Special projects or other duties may be assigned related to specific departmental needs.

Professional Outcomes: [Sample: Teamwork and Collaboration, Communication]

Required Qualifications: This is an entry level position, little to no experience required, all training will be provided

Preferred Qualifications: [Sample: Experience working in a team setting, strong communication skills, knowledgeable in the athletic event]

Student Communications Assistant - Student Support I

Position Title: Student Communications Assistant

Level of Support: Student Support I

Wage per Hour: Select from Range [\$14.00 - \$15.00]

Position Type: [added by the department: On-Campus FWS, Off-Campus FWS, Non-FWS]

Number of Openings: [added by the department]

Position Specific Summary: [added by the department]

Standard Position Description:

- The student will provide basic support with print, web, social media, and/or other digital content.
- Tasks may include: posting and updating website pages and social media accounts; create written communications and/or newsletters, assist with graphic and/or video editing.
- Special projects or other duties may be assigned related to specific departmental/faculty needs.

Professional Outcomes: [Sample: Communication, Technology and Information Management, Professionalism]

Required Qualifications: This is an entry level position, little to no experience required, all training will be provided.

Preferred Qualifications: [Sample: Background in Twitter, Facebook, and social media management; Hootsuite; Mailchimp; Feedly; .html; and/or the Adobe Creative Suite].

Student Communications Assistant - Student Support II

Position Title: Student Communications Assistant

Level of Support: Student Support II

Wage per Hour: Select from Range [\$15.00 - \$17.00]

Position Type: [added by the department: On-Campus FWS, Off-Campus FWS, Non-FWS]

Number of Openings: [added by the department]

Position Specific Summary: [added by the department]

Standard Position Description:

- The student will provide assistance in management and planning for print, web, social media, and/or other digital content.
- Tasks may include: reviewing existing departmental websites and suggest edits, creating and executing a marketing plan, website maintenance, updating and/or developing key materials and opportunities used to promoting departmental expertise and practices, and assisting in the management of social media channels, including writing and posting original content.
- Special projects or other duties may be assigned related to specific departmental/faculty needs.

Professional Outcomes: [Sample: Communication, Technology and Information Management, Professionalism, Leadership]

Required Qualifications: Some applicable educational, technical, or professional experience required, some training will be provided.

Preferred Qualifications: [Sample: Background in Twitter, Facebook, and social media management; Hootsuite; Mailchimp; Feedly; .html; and/or the Adobe Creative Suite, excellent oral and written communication skills, meticulous attention to detail and organizational skills].

Student Community Engagement Assistant - Student Support I

Position Title: Student Community Engagement Assistant

Level of Support: Student Support I

Wage per Hour: Select from Range [\$14.00 - \$15.00]

Position Type: [added by the department: On-Campus FWS, Off-Campus FWS, Non-FWS]

Number of Openings: [added by the department]

Position Specific Summary: [added by the department]

Standard Position Description:

- Through community engagement programs students serve with community organizations in the District of Columbia. Students provide service to meet the everyday needs addressed by their assigned organization, such as tutoring, meal preparation, or program support and coordination.
- Special projects or other duties may be assigned related to specific to the department or community site.

Professional Outcomes: [Sample: Leadership, Global Perspective]

Required Qualifications: This is an entry level position, little to no experience required, all training will be provided.

Preferred Qualifications: [Sample: Responsible students interested in community service, with a passion for community engagement and outreach.]

Student Community Engagement Assistant - Student Support II

Position Title: Student Community Engagement Assistant

Level of Support: Student Support II

Wage per Hour: Select from Range [\$15.00 - \$17.00]

Position Type: [added by the department: On-Campus FWS, Off-Campus FWS, Non-FWS]

Number of Openings: [added by the department]

Position Specific Summary: [added by the department]

Standard Position Description:

- Students work with community organizations in the District of Columbia to address issues that build the organization's capacity, expand the mission or address infrastructure issues, such as program evaluation, volunteer management, web design, or developing new program areas. Students serve a full academic year and gain perspective through leadership development and build a diverse network at GW and beyond campus committed to social justice.
- Students serve as a team leader for other GW participants at their assigned community organization and provide coaching, support, and training.
- Special projects or other duties may be assigned related to specific to the department or community site.

Professional Outcomes: [Sample: Leadership, Global Perspective]

Required Qualifications: Some applicable educational, technical, or professional experience required, some training will be provided

Preferred Qualifications: [Sample: Responsible students interested in community service, with a passion for community engagement and outreach.]

Student Emergency Medical Technician - Student Support IV

Position Title: Student Emergency Medical Technician

Level of Support: Student Support IV

Wage per Hour: Select from Range [Positions that **require** special certification or licenses to perform position functions may pay up to market price for the role only with **prior approval** from Student Employment]

Position Type: [added by the department: On-Campus FWS, Off-Campus FWS, Non-FWS]

Number of Openings: [added by the department]

Position Specific Summary: [added by the department]

Standard Position Description:

- The student will serve as an Emergency Medical Technician and respond to calls for service on and in proximity to the Foggy Bottom and Mount Vernon Campuses.
- The student must be familiar with and comply with all written Standard Operating Procedures (SOPs) and Clinical Operating Guidelines (COGs). The student must comply with minimum duty hours (set monthly).
- EMeRG utilizes a standardized rank system of escalating supervision and scene authority. Students must be willing and able to follow all reasonable orders issued by a superior. Students who complete required training criteria and who demonstrate strong leadership abilities and good judgement are eligible for promotion through the agency's operational and administrative hierarchical structures.
- The student must attend all mandatory continuing medical education events as assigned by the Supervisor for Training or EMS Coordinator.

Professional Outcomes: [Sample: Leadership, Global Perspective]

Required Qualifications:

The student must possess the following certifications and credentials:

- A current and valid National Registry of Emergency Medical Technicians (NREMT) Emergency Medical Technician (EMT) certification (or higher).
- A current and valid EMS provider certification from the DC Department of Health (or ability to obtain and maintain for duration of membership)
- A current and valid US Driver's License
- CPR-Professional Rescuer Certification
- Proof of training for: Incident Command System 100, 200; National Incident Management System 700, 800

Preferred Qualifications: [Sample: Effective Communication, judgement, physical fitness, and clinical competency are all important skills for a suitable EMT retained by the organization.]

Student Events Assistant - Student Support I

Position Title: Student Events Assistant

Level of Support: Student Support I

Wage per Hour: Select from Range [\$14.00-\$15.00]

Number of Openings: [added by the department]

Position Type: [added by the department: On-Campus FWS, Off-Campus FWS, Non-FWS]

Position Specific Summary: [added by the department]

Standard Position Description:

- The student will perform basic administrative and logistical tasks supporting events.
- Tasks may include: event registration and check in, guest/patron services, scheduling of events, assisting with event set up and take down, participate in the creation and/or distribution of event materials.
- Special projects or other duties may be assigned related to specific departmental needs.

Professional Outcomes: [Sample: Communication, Critical Thinking and Creative Problem Solving]

Required Qualifications: This is an entry level position, little to no experience required, all training will be provided.

Preferred Qualifications: [Sample: Excellent customer service skills, strong written and verbal communication skills, computer software proficiency]

Student Events Assistant - Student Support II

Position Title: Student Events Assistant

Level of Support: Student Support II

Wage per Hour: Select from Range [\$15.00 - \$17.00]

Position Type: [added by the department: On-Campus FWS, Off-Campus FWS, Non-FWS]

Number of Openings: [added by the department]

Position Specific Summary: [added by the department]

Standard Position Description:

- The student will assist with the management of the administrative and logistical tasks supporting events.
- Tasks may include: organizing events and special programs, act as a point of contact for customers, develop correspondence & communications, assist in the management of event logistics.
- Special projects or other duties may be assigned related to specific departmental needs.

Professional Outcomes: [Sample: Leadership, Critical Thinking and Creative Problem Solving]

Required Qualifications: Some applicable educational, technical, or professional experience required, some training will be provided.

Preferred Qualifications: [Sample: Experience in project or event management, excellent customer service skills, strong written and verbal communication skills, strong organizational skills, computer software proficiency]

Student Facilities Assistant - Student Support I

Position Title: Student Facilities Assistant

Level of Support: Student Support I

Wage per Hour: Select from Range [\$14.00 - \$15.00]

Position Type: [added by the department: On-Campus FWS, Off-Campus FWS, Non-FWS]

Number of Openings: [added by the department]

Position Specific Summary: [added by the department]

Standard Position Description:

- The student will assist with the administrative, maintenance, and customer service functions for university spaces and buildings.
- Tasks may include: assisting visitors, students, and staff with access to university spaces, maintenance of buildings, coordinating and answering customer service requests.
- Special projects or other duties may be assigned related to specific departmental.

Professional Outcomes: [Sample: Teamwork and Collaboration, Communication]

Required Qualifications: This is an entry level position, little to no experience required, all training will be provided.

Preferred Qualifications: [Sample: Excellent customer service skills, strong written and verbal communication skills, computer software proficiency]



Student Facilities Assistant - Student Support II

Position Title: Student Facilities Assistant

Level of Support: Student Support II

Wage per Hour: Select from Range [\$15.00 - \$17.00]

Position Type: [added by the department: On-Campus FWS, Off-Campus FWS, Non-FWS]

Number of Openings: [added by the department]

Position Specific Summary: [added by the department]

Standard Position Description:

- The student will assist with the administrative, maintenance, and customer service functions for university spaces and buildings with some discretion on completing assignments, projects, and duties .
- Tasks may include: managing small to mid-level projects or events, assisting visitors, students, and staff with access to university spaces, maintenance of buildings, coordinating, assigning, and/or answering customer service requests.
- Special projects or other duties may be assigned related to specific departmental needs.

Professional Outcomes: [Sample: Teamwork and Collaboration, Leadership]

Required Qualifications: Some applicable educational, technical, or professional experience required, some training will be provided.

Preferred Qualifications: [Sample: Project management experience, excellent customer service skills, strong written and verbal communication skills, computer software proficiency]

Student Food Service Assistant - Student Support I

Position Title: Student Food Service Assistant

Level of Support: Student Support I

Wage per Hour: Select from Range [\$14.00 - \$15.00]

Position Type: [added by the department: On-Campus FWS, Off-Campus FWS, Non-FWS]

Number of Openings: [added by the department]

Position Specific Summary: [added by the department]

Standard Position Description:

- The student will provide food service assistance for university events and/or community events.
- Tasks may include: performing as a server, assist with kitchen prep, set up facilities/dining area for events, greet guests.
- Special projects or other duties may be assigned related to specific departmental needs.

Professional Outcomes: [Sample: Teamwork and Collaboration, Communication]

Required Qualifications: This is an entry level position, little to no experience required, all training will be provided.

Preferred Qualifications: [Sample: Must be able to stand for extended periods of time; must be able to lift weight in excess of 40lbs; must be able to follow instructions and multi-task; must be friendly, courteous, and engage guests as needed; previous experience in a food service role]



Student Front Desk Assistant - Student Support I

Position Title: Student Front Desk Assistant

Level of Support: Student Support I

Wage per Hour: Select from Range [\$14.00 - \$15.00]

Position Type: [added by the department: On-Campus FWS, Off-Campus FWS, Non-FWS]

Number of Openings: [added by the department]

Position Specific Summary: [added by the department]

Standard Position Description:

- The student will be the first point of contact for visitors and customer service inquiries to the department.
- Tasks may include: greeting visitors, responding to in person, phone, email inquiries, provide customer service to other students, faculty, and staff; direct inquiries to the appropriate resources as needed; and assist with other office tasks.
- Special projects or other duties may be assigned related to specific office needs.

Professional Outcomes: [Sample: Communication, Professionalism, Critical Thinking and Creative Problem Solving]

Required Qualifications: This is an entry level position, little to no experience required, all training will be provided.

Preferred Qualifications: [Sample: Basic familiarity with Microsoft programs and office equipment, customer service experience, detail oriented, strong cross-cultural and communication skills, ability to multitask, willing to learn]

Student Front Desk Assistant - Student Support II

Position Title: Student Front Desk Assistant

Level of Support: Student Support II

Wage per Hour: Select from Range [\$15.00 - \$17.00]

Position Type: [added by the department: On-Campus FWS, Off-Campus FWS, Non-FWS]

Number of Openings: [added by the department]

Position Specific Summary: [added by the department]

Standard Position Description:

- The student will be the first point of contact for visitors and customer service inquiries to the department, in addition to being a leader and point of support for their peer-colleagues in related roles.
- Tasks may include: greeting visitors, responding to in person, phone, email inquiries, manage projects for the department; supervise and support other student staff at the front desk by answering escalated questions or issues, scheduling shifts, and other supervisory responsibilities; and assist with other office tasks.
- Special projects or other duties may be assigned related to specific office needs.

Professional Outcomes: [Sample: Communication, Professionalism, Critical Thinking and Creative Problem Solving]

Required Qualifications: Some applicable educational, technical, or professional experience required, some training will be provided.

Preferred Qualifications: [Sample: Basic familiarity with Microsoft programs and office equipment, customer service experience, detail oriented, strong cross-cultural and communication skills, ability to multitask, leadership qualities and/or experience, willing to learn]

Student Instructor - Student Support IV

Position Title: Student Instructor

Level of Support: Student Support IV

Wage per Hour: Select from Range [Positions that **require** special certification or licenses to perform position functions may pay up to market price for the role only with **prior approval** from Student Employment]

Position Type: [added by the department: On-Campus FWS, Off-Campus FWS, Non-FWS]

Number of Openings: [added by the department]

Position Specific Summary: [added by the department]

Standard Position Description:

- Students in this position are responsible for providing instruction in a traditional classroom setting for secondary education students, fitness class, continuing education class, or non-college credit courses. *Individuals instructing college credited courses must be hired through the Office Graduate Assistantships and Fellowships.
- Tasks may include: preparing lesson plans, providing and grading assignments, providing feedback, mentoring and encouraging students.
- Special projects or other duties may be assigned related to specific departmental needs.

Professional Outcomes: [Sample: Teamwork and Collaboration, Communication, Leadership]

Required Qualifications: Student must hold applicable certifications, licenses, or degrees.

Preferred Qualifications: [Sample: Yoga Instructor Certification, experience teaching classes, multi-cultural communication skills]

Student Lab Assistant [Art] - Student Support I

Position Title: Student Lab Assistant

Level of Support: Student Support I

Wage per Hour: Select from Range [\$14.00 - \$15.00]

Position Type: [added by the department: On-Campus FWS, Off-Campus FWS, Non-FWS]

Number of Openings: [added by the department]

Position Specific Summary: [added by the department]

Standard Position Description:

- The student will perform basic laboratory duties and maintain supplies and stocks/inventory.
- Tasks may include: assisting in specific projects being completed in the lab, cleaning equipment, assisting and monitoring lab usage.
- Special projects or other duties may be assigned related to specific departmental needs.

Professional Outcomes: [Sample: Technology and Information Management, Teamwork and Collaboration]

Required Qualifications: This is an entry level position, little to no experience required, all training will be provided (Students working in an instructional capacity should be very familiar with the subject area in which they are working).

Preferred Qualifications: [Sample: Experience in lab subject matter and familiarity with research methods. Have a demonstrated interest in scientific research, computer skills including but not limited to Microsoft Word and Excel.]

Student Lab Assistant [Science]- Student Support I

Position Title: Student Lab Assistant

Level of Support: Student Support I

Wage per Hour: Select from Range [\$14.00 - \$15.00]

Position Type: [added by the department: On-Campus FWS, Off-Campus FWS, Non-FWS]

Number of Openings: [added by the department]

Position Specific Summary: [added by the department]

Standard Position Description:

- The student will perform basic laboratory duties and maintain supplies and stocks/inventory.
- Tasks may include: assisting in specific projects being completed in the lab; preparing experiments, cleaning equipment, assisting students.
- Special projects or other duties may be assigned related to specific departmental needs.

Professional Outcomes: [Sample: Technology and Information Management, Teamwork and Collaboration]

Required Qualifications: This is an entry level position, little to no experience required, all training will be provided (Students working in an instructional capacity should be very familiar with the subject area in which they are working).

Preferred Qualifications: [Sample: Experience in lab subject matter and familiarity with research methods. Have a demonstrated interest in scientific research, computer skills including but not limited to Microsoft Word and Excel.]



Student Lab Assistant [Technology] - Student Support I

Position Title: Student Technology Lab Assistant

Level of Support: Student Support I

Wage per Hour: Select from Range [\$14.00 - \$ 15.00]

Position Type: [added by the department: On-Campus FWS, Off-Campus FWS, Non-FWS]

Number of Openings: [added by the department]

Position Specific Summary: [added by the department]

Standard Position Description:

- The student will monitor and assist other students and provide basic maintenance.
- Tasks may include: ensuring the computer room/lab is accessible, checking in/out lab equipment, assisting students with technical problems, and performing basic computer and printer maintenance.
- Special projects or other duties may be assigned related to specific office needs.

Professional Outcomes: [Sample: Technology and Information Management, Communication]

Required Qualifications: This is an entry level position, little to no experience required, all training will be provided.

Preferred Qualifications: [Sample: Basic knowledge of computer troubleshooting and operation, experience with Macintosh and Windows operating systems.]

Student Library Assistant - Student Support I

Position Title: Student Library Assistant

Level of Support: Student Support I

Wage per Hour: Select from Range [\$14.00 - \$15.00]

Position Type: [added by the department: On-Campus FWS, Off-Campus FWS, Non-FWS]

Number of Openings: [added by the department]

Position Specific Summary: [added by the department]

Standard Position Description:

- The student will support the administrative and logistical tasks in a GW library.
- Tasks may include: retrieving and reshelving materials, staff the reference desk and assist on-site patrons, fulfilling patron requests for scans and photocopies of materials, stacks management, assisting staff with researching patron reference queries, and record keeping tasks to support collection management practices.
- Special projects or other duties may be assigned related to specific departmental needs.

Professional Outcomes: [Sample: Technology and Information Management, Critical Thinking and Problem Solving]

Required Qualifications: This is an entry level position, little to no experience required, all training will be provided.

Preferred Qualifications: [Sample: Good organizational and communication skills, experience with office equipment, customer service experience]

Student Library Assistant - Student Support II

Position Title: Student Library Assistant

Level of Support: Student Support II

Wage per Hour: Select from Range [\$15.00 - \$17.00]

Position Type: [added by the department: On-Campus FWS, Off-Campus FWS, Non-FWS]

Number of Openings: [added by the department]

Position Specific Summary: [added by the department]

Standard Position Description:

- The student will support and coordinate administrative and logistical tasks in a GW library.
- Tasks may include: coordinating projects, assist with supervision and training for student staff, overseeing operating procedures for closing shifts, retrieving and reshelving materials, staff the reference desk and assist on-site patrons, fulfilling patron requests for scans and photocopies of materials, stacks management, assisting staff with researching patron reference queries, and record keeping tasks to support collection management practices.
- Special projects or other duties may be assigned related to specific departmental needs.

Professional Outcomes: [Sample: Technology and Information Management, Critical Thinking and Problem Solving]

Required Qualifications: Some applicable educational, technical, or professional experience required, some training will be provided.

Preferred Qualifications: [Sample: Good organizational and communication skills, experience with office equipment, customer service experience]

Student Lifeguard - Student Support IV

Position Title: Student Lifeguard

Level of Support: Student Support IV

Wage per Hour: Select from Range [Positions that **require** special certification or licenses to perform position functions may pay up to market price for the role only with **prior approval** from Student Employment]

Position Type: [added by the department: On-Campus FWS, Off-Campus FWS, Non-FWS]

Number of Openings: [added by the department]

Position Specific Summary: [added by the department]

Standard Position Description:

- The primary role of a lifeguard is to ensure the safety of patrons in and around the pool and throughout the facility.
- Tasks may include: supervision of patrons, cleaning, policy enforcement, and coordinating use of all audio equipment.
- Special projects or other duties may be assigned related to specific departmental needs.

Professional Outcomes: [Sample: Teamwork and Collaboration, Leadership]

Required Qualifications: Current American Red Cross Lifeguarding, CPR for the Professional Rescuer, and First Aid certifications (or equivalent) are required.

Preferred Qualifications: [Sample: Certification for Water Safety Instructor and Lifeguarding Instructor are highly recommended. Previous lifeguarding experience is preferred. A high level of maturity and the desire to work as part of a team are also expected.]

Student Museum Assistant - Student Support II

Position Title: Student Gallery Assistant

Level of Support: Student Support II

Wage per Hour: Select from Range [\$15.00 - \$17.00]

Position Type: [added by the department: On-Campus FWS, Off-Campus FWS, Non-FWS]

Number of Openings: [added by the department]

Position Specific Summary: [added by the department]

Standard Position Description:

- The student will assist with curatorial and exhibit-related operations in a Museum or Gallery.
- Tasks may include: preparation of exhibit installations and pieces, assisting with creation and planning of exhibitions, construction and design of exhibition spaces; handling, maintaining, and preserving art and other artifacts; and assisting in editing and formatting documents.
- Special projects or other duties may be assigned related to specific departmental needs.

Professional Outcomes: [Sample: Teamwork and Collaboration, Communication, Professionalism]

Required Qualifications: Some applicable educational, technical, or professional experience required, some training will be provided.

Preferred Qualifications: [Sample: strong computer skills, customer service experience and organizational skills, knowledge of an interest in museum studies.]

Student Museum Assistant - Student Support I

Position Title: Student Gallery Assistant

Level of Support: Student Support I

Wage per Hour: Select from Range [\$14.00 - \$15.00]

Position Type: [added by the department: On-Campus FWS, Off-Campus FWS, Non-FWS]

Number of Openings: [added by the department]

Position Specific Summary: [added by the department]

Standard Position Description:

- The student will assist with administrative and logistical operations in a Museum or Gallery.
- Tasks may include: preparation of exhibit installations, assisting with preliminary research for exhibitions, assist in editing and formatting documents, general maintenance of exhibit space, welcoming guest and explaining exhibits, and office administrative functions.
- Special projects or other duties may be assigned related to specific departmental needs.

Professional Outcomes: [Sample: Teamwork and Collaboration, Communication, Professionalism]

Required Qualifications: This is an entry level position, little to no experience required, all training will be provided.

Preferred Qualifications: [Sample: strong computer skills, customer service experience and organizational skills, knowledge of an interest in museum studies.]

Student Performing Arts Assistant - Student Support I

Position Title: Student Performing Arts Assistant

Level of Support: Student Support I

Wage per Hour: Select from Range [\$14.00 - \$15.00]

Position Type: [added by the department: On-Campus FWS, Off-Campus FWS, Non-FWS]

Number of Openings: [added by the department]

Position Specific Summary: [added by the department]

Standard Position Description:

- The student will assist with administrative, design, and production functions for performing arts productions.
- Tasks may include: assisting with costume construction and alteration as well as maintaining the department's costume stock, scenic construction, painting, props construction, lighting, and installation and strike of production elements, assist in promotions and other production support duties.
- Special projects or other duties may be assigned related to specific departmental needs.

Professional Outcomes: [Sample: Teamwork and Collaboration, Communication]

Required Qualifications: This is an entry level position, little to no experience required, all training will be provided

Preferred Qualifications: [Sample: Basic sewing skills and/or ability to learn quickly, experience working with theatre productions]

Student Project Assistant - Student Support I

Position Title: Student Project Assistant

Level of Support: Student Support I

Wage per Hour: Select from Range [\$14.00 - \$15.00]

Position Type: [added by the department: On-Campus FWS, Off-Campus FWS, Non-FWS]

Number of Openings: [added by the department]

Position Specific Summary: [added by the department]

Standard Position Description:

- The student will assist in the administrative functions of special projects.
- Tasks may include: assist with project or program development and maintenance, perform administrative tasks, assist in data collection and data entry, attend and assist in the scheduling of meetings, provide support for events related to the project/program.
- Special projects or other duties may be assigned related to specific departmental needs.

Professional Outcomes: [Sample: Teamwork and Collaboration, Leadership, Critical Thinking and Problem Solving]

Required Qualifications: This is an entry level position, little to no experience required, all training will be provided (Students working in an instructional capacity should be very familiar with the subject area in which they are working).

Preferred Qualifications: [Sample: Program or project teamwork, excellent written and oral communication, strong organizational skills, technical experience].

Student Project Assistant - Student Support II

Position Title: Student Project Assistant

Level of Support: Student Support II

Wage per Hour: Select from Range [\$15.00 - \$17.00]

Position Type: [added by the department: On-Campus FWS, Off-Campus FWS, Non-FWS]

Number of Openings: [added by the department]

Position Specific Summary: [added by the department]

Standard Position Description:

- The student will assist in the management of special projects.
- Tasks may include: data collection and maintenance, coordinating meetings, organize project files, perform research, communicate with stakeholders and the project team, report updates and outcomes with project leaders, organizing leadership development programs for students, may include some general supervision of other student staff.
- Special projects or other duties may be assigned related to specific departmental needs.

Professional Outcomes: [Sample: Teamwork and Collaboration, Leadership, Critical Thinking and Problem Solving]

Required Qualifications: Some applicable educational, technical, or professional experience required, some training will be provided.

Preferred Qualifications: [Sample: Program or project management, excellent written and oral communication, strong organizational skills, technical experience].

Student Project Assistant - Student Support III

Position Title: Student Project Assistant

Level of Support: Student Support III

Wage per Hour: Select from Range [\$17.00 - \$21.00]

Position Type: [added by the department: On-Campus FWS, Off-Campus FWS, Non-FWS]

Number of Openings: [added by the department]

Position Specific Summary: [added by the department]

Standard Position Description:

- The student will assist in the management and leading of special projects.
- Tasks may include: leading and organizing mid to large scale projects, designing project timelines and goals, performing research, coordinating with stakeholders and the project team, reporting updates and outcomes with project leaders, building and organizing leadership development programs for students, managing student staff.
- Special projects or other duties may be assigned related to specific departmental needs.

Professional Outcomes: [Sample: Teamwork and Collaboration, Leadership, Critical Thinking and Problem Solving]

Required Qualifications: Previous skills, training, or experience is required.

Preferred Qualifications: [Sample: Program or project management, excellent written and oral communication, strong organizational skills, technical experience].

Student Research Assistant - Student Support I

Position Title: Student Research Assistant

Level of Support: Student Support I

Wage per Hour: Select from Range [\$14.00 - \$15.00]

Position Type: [added by the department: On-Campus FWS, Off-Campus FWS, Non-FWS]

Number of Openings: [added by the department]

Position Specific Summary: [added by the department]

Standard Position Description:

- The student will perform basic administrative and research tasks under the guidance of a faculty member or research coordinator.
- Tasks may include: assisting with experiments, coding, data entry, and data cleaning, preparing research/documents for articles, reports, and/or presentations. Students may also help provide information for literature reviews, draft summaries, and create graphs and figures.
- Special projects or other duties may be assigned related to specific departmental/faculty needs.

Professional Outcomes: [Sample: Technology and Information Management, Teamwork and Collaboration]

Required Qualifications: This is an entry level position, little to no experience required, all training will be provided (Students working in an instructional capacity should be very familiar with the subject area in which they are working).

Preferred Qualifications: [Sample: Experience in research subject matter and familiarity with research methods. Have a demonstrated interest in scientific research, computer skills including but not limited to Microsoft Word and Excel.]

Student Research Assistant - Student Support II

Position Title: Student Research Assistant

Level of Support: Student Support II

Wage per Hour: Select from Range [\$15.00 - \$17.00]

Position Type: [added by the department: On-Campus FWS, Off-Campus FWS, Non-FWS]

Number of Openings: [added by the department]

Position Specific Summary: [added by the department]

Standard Position Description:

- The student will perform administrative and research tasks with some discretion under direction of faculty member or research coordinator.
- Tasks may include: assisting with experiments, coding, data entry, data cleaning, and data analysis, preparing research and drafts for articles, reports, and/or presentations. Students may also complete literature reviews, draft summaries, and create graphs and figures.
- Special projects or other duties may be assigned related to specific departmental/faculty needs.

Professional Outcomes: [Sample: Technology and Information Management, Teamwork and Collaboration, Leadership]

Required Qualifications: Some applicable educational, technical, or professional experience required, some training will be provided.

Preferred Qualifications: [Sample: Experience in research subject matter, highly knowledgeable of research methods. Experience with specific technology used.]

Student Research Specialist - Student Support III

Position Title: Student Research Assistant

Level of Support: Student Support III

Wage per Hour: Select from Range [\$17.00 - \$21.00]

Position Type: [added by the department: On-Campus FWS, Off-Campus FWS, Non-FWS]

Number of Openings: [added by the department]

Position Specific Summary: [added by the department]

Standard Position Description:

- The student will perform administrative and research tasks under general supervision by a faculty member or research coordinator.
- Tasks may include: contribute to peer reviewed research and write research memos of findings, assist with presentations, supervision and training of other student staff, write and run statistical programs to analysis data.
- Special projects or other duties may be assigned related to specific departmental/faculty needs.

Professional Outcomes: [Sample: Technology and Information Management, Teamwork and Collaboration, Leadership]

Required Qualifications: Previous skills, training, or experience is required.

Preferred Qualifications: [Sample: A degree of experience in the field of research, highly skilled in research and/or technical writing, experience specific technology or programs.]



Student Sales Assistant - Student Support I

Position Title: Student Sales Assistant

Level of Support: Student Support I

Wage per Hour: Select from Range [\$14.00 -\$15.00]

Position Type: [added by the department: On-Campus FWS, Off-Campus FWS, Non-FWS]

Number of Openings: [added by the department]

Position Specific Summary: [added by the department]

Standard Position Description:

- The student will provide retail support to customers.
- Tasks may include: performs sales transactions, cash counts after store closing, resolves customer concerns by listening and analyzing to result in appropriate action, maintaining merchandise displays and adequate inventories.
- Special projects or other duties may be assigned related to specific departmental needs.

Professional Outcomes: [Sample: Technology and Information Management, Communication, Leadership]

Required Qualifications: Entry level position, little to no experience required, all training will be provided.

Preferred Qualifications: [Sample: Previous retail experience, strong verbal and written communication skills, customer service experience].

Student Support Assistant - Student Support I

Position Title: Student Support Assistant

Level of Support: Student Support I

Wage per Hour: Select from Range [\$14.00 -\$15.00]

Position Type: [added by the department: On-Campus FWS, Off-Campus FWS, Non-FWS]

Number of Openings: [added by the department]

Position Specific Summary: [added by the department]

Standard Position Description:

- The student will support individuals in situations requiring personal support or advisement.
- Tasks may include: providing appropriate support to individuals in sensitive situations, performing outreach and promoting resources, answering phone, web, and/or in-person queries from individuals soliciting support.
- Special projects or other duties may be assigned related to specific departmental needs.

Professional Outcomes: [Sample: Critical Thinking and Creative Problem Solving, Communication, Global Perspective]

Required Qualifications: This is an entry level position, little to no experience required, all training will be provided.

Preferred Qualifications: [Sample: Reliable, good people skills, leadership skills, strong written and verbal communication skills, strong cross-cultural skills, team player, desire to assist other students.]

Student Technical Support Assistant - Student Support I

Position Title: Student Technical Support Assistant

Level of Support: Student Support I

Wage per Hour: Select from Range [\$14.00 -\$15.00]

Position Type: [added by the department: On-Campus FWS, Off-Campus FWS, Non-FWS]

Number of Openings: [added by the department]

Position Specific Summary: [added by the department]

Standard Position Description:

- The student will provide basic technical and computer support assistance to departments and customers.
- Tasks may include: assisting customers with basic technical support remotely and in person, ensuring that technology is functional and available for use, assisting with point of sale transactions.
- Special projects or other duties may be assigned related to specific departmental needs.

Professional Outcomes: [Sample: Technology and Information Management, Communication, Leadership]

Required Qualifications: Entry level position, little to no experience required, all training will be provided.

Preferred Qualifications: [Sample: Experience with Macintosh operating system and graphics applications, ability to lift 25 pounds, knowledge in audiovisual equipment setup].



Student Technical Support Assistant - Student Support II

Position Title: Student Technical Support Assistant

Level of Support: Student Support II

Wage per Hour: Select from Range [\$15.00 -\$17.00]

Position Type: [added by the department: On-Campus FWS, Off-Campus FWS, Non-FWS]

Number of Openings: [added by the department]

Position Specific Summary: [added by the department]

Standard Position Description:

- The student will provide technical and/or computer support assistance.
- Tasks may include: providing customer service to individuals with technical issues or requests, maintaining technical systems, set up and/or operate computer, audiovisual, and/or sound systems.
- Special projects or other duties may be assigned related to specific departmental needs.

Professional Outcomes: [Sample: Technology and Information Management, Communication, Leadership]

Required Qualifications: Some applicable educational, technical, or professional experience required, some training will be provided.

Preferred Qualifications: [Sample: Experience with Macintosh operating system and graphics applications, ability to lift 25 pounds, knowledge in audiovisual equipment setup].

Student Tutor - Student Support I

Position Title: Student Tutor

Level of Support: Student Support I

Wage per Hour: Select from Range [\$14.00 - \$15.00]

Position Type: [added by the department: On-Campus FWS, Off-Campus FWS, Non-FWS]

Number of Openings: [added by the department]

Position Specific Summary: [added by the department]

Standard Position Description:

- The student will provide tutoring services for GW students or the DC community.
- Tasks may include: preparing tutoring lesson plans, teaching study skills, providing feedback on written papers or projects, tutoring in small groups, one-on-one, or virtually, providing supplemental education for courses and subject matters.
- Special projects or other duties may be assigned related to specific departmental needs.

Professional Outcomes: [Sample: Communication, Teamwork and Collaboration]

Required Qualifications: This is an entry level position, little to no experience required, all training will be provided (Students working in an instructional capacity should be very familiar with the subject area in which they are working).

Preferred Qualifications: [Sample: Experience working with children, must have take a specific course, have strong communication skills, be able to work with students of diverse background with different learning styles and abilities]

Student Tutor - Student Support II

Position Title: Student Tutor

Level of Support: Student Support II

Wage per Hour: Select from Range [\$15.00 - \$17.00]

Position Type: [added by the department: On-Campus FWS, Off-Campus FWS, Non-FWS]

Number of Openings: [added by the department]

Position Specific Summary: [added by the department]

Standard Position Description:

- The student will provide tutor services for GW students in upper level courses or advanced topics.
- Tasks may include: preparing tutoring lesson plans, teaching study skills, providing feedback on written papers or projects, tutoring in small groups, one-on-one, or virtually, providing supplemental education for courses and subject matters.
- Special projects or other duties may be assigned related to specific departmental needs.

Professional Outcomes: [Sample: Communication, Teamwork and Collaboration, Leadership]

Required Qualifications: Some applicable educational, technical, or professional experience required, some training will be provided.

Preferred Qualifications: [Sample: Strong skills in interpersonal relations, including written and oral communication, flexibility to work with writers in different disciplines, experience with tutoring, teaching, or peer counseling]