

Student Position Description Form

Title: _____

Salary: _____

Campus Location: _____

Budget Acct String: _____

Max hours (up to 25) that student will work: _____

Duration of Job Posting: _____

Positions of Trust are sensitive positions that involve responsibilities demanding a significant degree of public trust with significant risk for causing damage or realizing personal gain. Primary responsibilities to include but not limited to:

- The direct interaction or care of children under the age of 18 or direct patient care
- Security Access (e.g., public safety, IT security, personnel records, or patient records)
- Operation, access, or control of financial resources (e.g., P-Card, handling of checks or cash, or Budget Authority in making significant financial decisions)

[Review the Student Employee Job Definitions](#)

[Review the Student Employee Pay Plan](#)

[Review the Background Investigation Policy](#)

Position of Trust	
Supervisory Position	
Financial Responsibilities	
Driving a Responsibility	
Travel Percentage	
Security Clearance	

General Summary

Duties and Responsibilities

Knowledge/Skills/Abilities

Experience

Accessibility Statement

If you need this in an additional format, please reach out to [Michael McLeod](#). 678-717-2232

Revised 3-April-2024