Rhode Island College Career Development Center

600 Mount Pleasant Avenue Student Employment

Providence, RI 02908 Adams Library, Level 1A

 (401) 456-8031

Studentemployment@ric.edu

**ON CAMPUS JOB DESCRIPTION FORM**

*Please refer to the Student Employment Supervisor Handbook for details on the hiring process.*

*For answers to any questions, contact Brenda Bocchini in the Career Development Center*

*studentemployment@ric.edu* *or 401-456-8031*

**Department Name**: Click to enter text. **Department Cost Center or Grant** #: Click to enter text

**Location**: Click to enter text. **Phone**: Click to enter text.

**Job Title**: Click to enter text. **Immediate Supervisor**: Click to enter text.

**Hiring Session:**  ☐ Academic year ☐ Summer session

**Job Location**: building& room:

**Job** **mode**:

☐ on-campus ☐ hybrid ☐ remote

**Pay Range**: (*Please check appropriate box below.)* pay ranges on page 2 of this document.

☐ *Assistant Level* ☐ *Associate Level* ☐ *Specialist Level*

# **About the role**: Click to enter text.

**Duties and responsibilities**: Click to enter text.

**Special skills and qualifications required** (*academic background, experience, etc*.):

Click to enter text.

**Seeking employees**: ☐ *Yes* ☐ *No*

**Funding**: ☐ *Work-Study* ☐ *Department Funds* ☐ *Grant* *Funds*

# This job description meets my approval:

 Department head signature (*ink or digital accepted*)

Department Head: Date:

 (Print name)

**Rhode Island College Office of Student Employment**

******

**PAY GRADES AND PAY RATES**

*effective 10/01/2020; pay rates reflect the increase in minimum wage*

***Assistant Level:*** $12.25, $12.50 and non-standard\*

|  |  |  |  |
| --- | --- | --- | --- |
| **Job Duties** | **Required Experience** | **Skills/Knowledge** | **Supervision** |
| Assists in performing simple to moderately difficult tasks. Works within defined general guidelines including written or verbal direction. | Little to moderate level of education/work experience required. | Knowledge and skills to perform independently with training and support. | Performs with some supervision. Uses limited independent judgment or initiative. |

***Associate Level:*** $13.00, $13.50, $14.00 and non-standard\*

|  |  |  |  |
| --- | --- | --- | --- |
| **Job Duties** | **Required Experience** | **Skills/Knowledge** | **Supervision** |
| Assists in performing tasks involving moderate to high level of difficulty and complexity. | Moderate level of previous related education/work experience required (minimum of one year). | Moderate to high level of related skills. Possesses knowledge and abilities to perform duties with minimum training. | Performs with limited to minimal supervision. Uses some judgment and initiative. |

***Specialist Level:*** $14.50 - $20.00 and non-standard\*

|  |  |  |  |
| --- | --- | --- | --- |
| **Job Duties** | **Required Experience** | **Skills/Knowledge** | **Supervision** |
| Assists with performing highly skilled duties of complex nature. Responsible for developing, coordinating, and implementing assigned projects. | Substantial previous related work or educational experience required. | Highly skilled, knowledgeable in all required duties. Ability to prioritize and perform multiple tasks with great attention to detail. | Performs with minimal to no supervision. Uses independent judgment and initiative. |

\****Non –standard rates are those established by grants and which may fall outside rates established for student employment but which match the descriptions for a specific grade.***