

EASTERN UNIVERSITY STUDENT EMPLOYMENT
Need Assessment and Position Description Analysis- Effective May 12, 2019

Department: _____ Job Title: _____

Job site location: _____
(Where the work is performed -Required for FWS approval)

Department Phone #: _____ Cost Center Code: _____

1. Student workers are not permitted to displace or replace faculty/staff positions. The Student Services Specialist will review each job title and number of students requested to fill the position to ensure compliance with this regulation.
2. This form is intended to describe the general level and nature of work performed by the student(s) assigned to this position.
3. Each cost center code to be used for Payroll must submit a separate form for each position.
4. Job positions will be assigned a pay scale range that is appropriate for similar student positions. Positions are capped at the top of the pay rate range and cannot exceed the posted pay range for the position.
5. Supervisors will assign a rate that is within the pay range for the position for each individual. Students who start at the highest rate of pay in the range for their position will not be able to receive "yearly" increases.
6. Departments/Supervisors are required to provide detailed expectations, responsibilities and procedures applicable to the specific jobs in their departments to the student workers before work commences.
7. Payroll Supervisor Signature Sheet must be submitted every time the supervisor changes or to add a supervisor.
8. Every effort should be made to ensure that student workers are performing job-related duties during all scheduled work hours. Personal/school work should not be conducted during work hours.

Departmental Need Assessment

Requested number of students to be employed under this title: _____

Preferred number of hours for each student to work per week: _____

Position Availability:

Summer only:_____ Fall/Spring only:_____ All year:_____ Special Assignment:_____

Position Funding:

FWS only:_____ ECE or FWS:_____ Other (specify):_____

Job Assessment:

The following information provides basic job duties to be performed by student workers at Eastern University. To stay in compliance with federal and state labor laws, pay rates must be equitable across job functions. The job title in itself does not determine the pay rate - it is what the employee *does* that determines the pay rate eligibility. Please check the one box below that best identifies this position as a whole:

_____ **Clerk-** Pay Rate Range- \$7.25/hour to \$8.00/hour- The foundation for Associate & Specialist positions
Job duties typical for this pay rate range:

General clerical duties, copying, mailings and distributions, stocking supplies/inventory, sorting, assemble handouts, typing, shredding, filing, organizing, basic customer service

_____ **Associate-** Pay Rate Range- \$8.00/hour to \$8.75/hour
Job duties typical for this pay rate range:

Answer phones, data entry, emailing, phone calls, scanning, mail delivery and pickups, faxing, record keeping, field preparation, run errands, usher/ticket taker, event set-up & take-down, create/produce PowerPoints/flyers/newsletters/pamphlets/brochures, basic maintenance

_____ **Specialist-** Pay Rate Range- \$8.85/hour to \$11.00/hour
Job duties typical for this pay rate range:

Tour guide, Teaching/Lab/Research Assistants, Tutors, Van Driving, Musical Accompanist, Food Service, work that is specialized and requires advanced training

_____ **Graduate Assistant/Employee** (excludes Athletic Graduate Assistants)- Pay Rate- \$12.00/hour

_____ **Doctoral Assistant-** Pay Rate- \$20.00/hour

By signing below I acknowledge that the information on this form has been reviewed and is an accurate representation of the duties the student worker will be asked to perform. I understand that it is the duties of the job, not the job title that determines a pay rate. Pay rates must be equitable for similar positions at Eastern University for compliance with federal law. Pay rates are not necessarily comparable to other institutions. I understand that it is my responsibility for Department/Supervisor compliance to federal, state and University regulations and laws. I am submitting a Supervisor Signature Card (page 3 of this form) for this position and will update that Signature Card at any time the Supervisor changes.

Requesting Supervisor Name (print): _____

Requesting Supervisor Signature: _____

Date: _____ Department: _____

Return completed form to Suzanne Person via email- sperson@eastern.edu.

Student Employment Supervisor Signature Card

Department name: _____ Cost Center Code: _____

Location of Department: _____

The United States Department of Labor holds an employment supervisor accountable for many responsibilities. Supervisors at Eastern University must be willing to comply with all federal, state and University policies, regulations and laws.

By signing below, I acknowledge that I understand and accept the responsibility of supervising student employees. I will read and be familiar with Eastern University's Student Employment Handbook (available on the Student Employment web page) and will adhere to the processes, procedures and due dates.

Supervisor #1

Print name: _____ Campus Phone# _____

Signature: _____ Date: _____

Supervisor #2

Print name: _____ Campus Phone# _____

Signature: _____ Date: _____

Supervisor #3

Print name: _____ Campus Phone# _____

Signature: _____ Date: _____