

# EASTERN UNIVERSITY STUDENT EMPLOYMENT

## Need Assessment and Position Description Analysis

Department: \_\_\_\_\_ 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.
2. This form is intended to describe the general level and nature of work performed by the student assigned to this position. It is not to be construed as an exhaustive list of duties and responsibilities of the student so assigned.
3. Each cost center code to be used for payroll must submit a separate form for each position type.
4. Job title and number of students permitted to fill position will be assigned by the Financial Aid Office based on the duties that will be performed on a regular basis as well as information provided in the Need Assessment section.
5. 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.
6. Supervisors will assign a rate that is within the pay range for the position for each individual.
7. Pay rates will not exceed the posted pay range for the position. Students who start at the highest rate of pay in the range for their position will not receive "yearly" increases.
8. 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.
9. Payroll Supervisor Signature Sheet must be submitted every time supervisor changes or to add a supervisor.

### 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):\_\_\_\_\_

The following three charts provide basic job duties to be performed by student workers at Eastern University. Please circle any item in all three charts that are appropriate for the work assignment.

**Chart #1** describes duties for positions that provide general office assistance and basic staff support positions and is usually the foundation for Chart #2 and #3.

Answer Phones	Assemble handouts	Assist Faculty/Staff
Data entry	Copying	Clean
Correspondence	Customer Service	Emailing
Faxing	Field Preparation	Filing
Follow-up	General clerical duties	Inventory
Mail delivery & pickups	Mailings and distributions	Organizing
Other duties as assigned	Phone calling	Process inventory/supplies
Public Relations	Record Keeping	Run errands
Serving	Set-up and take-downs	Shipping
Sorting	Special projects	Stocking
Ticket taker	Tour guide	Typing
Usher	Word Processing	Shredding
Will be allowed to do homework in non-busy work hours		Will not be allowed to do homework in non-busy work hours

**Chart #2** describes duties for positions requiring specialized training or expertise or for jobs that present unique requirements. These positions typically have a full, constant workload and may expose the student worker to variable working conditions.

Assist in Lab	Coordinate activities: campus	Coordinate activities: department
Create/Design graphic, visuals	Create/Produce Access reports	Create/Produce spreadsheets, graphs, reports
Data gathering	Direct other student workers	Create/Produce Powerpoint presentations
Driving	Editing/Proofing	Delivery & set-up of computer/audio/visual equip.
Grading	Help Desk	Lifting/moving heavy objects up to 25 lbs
Liaison	Musical Accompanist	Outside yard work
Basic Carpentry	Basic maintenance processes	Basic painting
Basic plumbing	Photography	Recycling program
Research	Scanning	Scheduling
Serving	Supervising	Teacher's Assistant
Tutor	Telemarketing	Training
Troubleshooting	Van Upkeep	Work is specialized and may be limited in scope
Will be allowed to do homework in non-busy work hours		Will not be allowed to do homework in non-busy work hours

**Chart #3** describes duties that require advanced skill base, independence, and increased level of responsibility/accountability. These positions have limited availability of positions and work hours.

Diagnose software/hardware conflicts	Lifting/moving heavy objects up to 40 lbs	Prepare and serve food
Technical support	Telescope/Observatory operations	Transcription
Web page creation / maintenance	Work is specialized and limited in scope	
Will be allowed to do homework in non-busywork hours		Will not be allowed to do homework in non-busywork hours

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. Duties that are similar in nature and scope have been grouped in the three charts on this form and have been given titles of "Clerk", "Associate" and "Specialist" to facilitate payroll processes. Based on the items checked in Charts 1, 2, and 3 and similar positions on campus, check off the requested pay rate range:

- \_\_\_\_\_ Clerk- Beginning Clerk pay rate is \$7.25/hour and caps at \$7.90/hour
- \_\_\_\_\_ Associate- Beginning Associate pay rate is \$8.00/hour and caps at \$8.75/hour
- \_\_\_\_\_ Specialist- Beginning Specialist pay rate is \$8.80/hour and caps at \$9.55/hour
- \_\_\_\_\_ Graduate Assistant- 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 4 of this form) for this position and will update that Signature Card at any time the Supervisor changes.**

Cost Center Budget Supervisor Name (print): \_\_\_\_\_

Cost Center Budget Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Department: \_\_\_\_\_

Job site location: \_\_\_\_\_ Department Phone #: \_\_\_\_\_  
(Required for FWS approval)

Cost Center Code: \_\_\_\_\_

*Return completed form to Andréa Ruth:  
campus mail- Mall Cottage, email- [aruth@eastern.edu](mailto:aruth@eastern.edu), or fax- 610-225-5651.*

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Approved by: \_\_\_\_\_

## 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 web and in pdf format) 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: \_\_\_\_\_