



STUDENT POSITION DESCRIPTION

Please contact us at 610 399 2058 or hr@cheyney.edu if you have questions!

Job Title:		Supervisor's Name:	
Division:		Supervisor's Phone:	
Department:		Hours weekly:	

ESSENTIAL JOB FUNCTIONS:

1.	
2.	
3.	
4.	
5.	

REQUIRED MINIMUM QUALIFICATIONS:

Circle the student status which applies: Freshman, Sophomore, Junior, Senior or Graduate Student.

KNOWLEDGE, SKILLS & ABILITIES – CHECK ALL THAT APPLIES

SKILLS	Required Y or N
Excellent interpersonal skills	
Good writing skills	
Knowledge of Microsoft Office	
Possess telephone skills	
Ability to do internet research	
Ability to manage time	
Able to work on a team	
Able to use office equipment such as copier, printer, shredder etc.	