**Campus Job Description Template for**

**Student Employee Positions Posted on Handshake**

<https://wmich.joinhandshake.com/login>

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| 1. **Where Students Submit Application**
 | Apply in Handshake or apply through external system |
| 1. **\*Job Title**
 | Descriptive of work to be performed |
| 1. **Company Division**
 | Department, academic college or VP area |
| 1. **Display Contact Information to Students**
 | Name only or Don’t show my info |
| 1. **\*Job Type**
 | On Campus Student Employment |
| 1. **\*Employment Type**
 | Part Time |
| 1. **Duration**
 | Permanent or Temporary/Seasonal |
| 1. **Is this a Work Study job?**
 | Yes or No |
| 1. **Apply start and \*Expiration date**
 | Recommend post for 3-30 days |
| 1. **Description**
 | Primary responsibilitiesRequired and desired skills Required availabilityDescribe community service component, if applicableExpectations of employee |
| 1. **\*Job Function**
 | Drop Down |
| 1. **\*How many students expected to hire**
 | Drop Down |
| 1. **Pay rate (Approximate Salary)**
 | WMU rates, http://wmich.edu/career/campus/payrates |
| 1. **\*Job Location**
 | On Google maps |
| 1. **Required Documents (to apply)**
 | Resume recommended |
| 1. **Applicant Package Recipients**
 | Specify who should receive the applicants information |

*\*Required fields for Handshake*

Please note that other fields are available in Handshake to allow you to narrow applicants by school year, GPA, major groups and colleges.

**Mandatory Evaluation Process:** Student performance will be evaluated after 30 days for new hires.  Students with continuous employment will be evaluated at the end of each semester.  See the following Performance Evaluation for Student Employees: <https://wmich.edu/career/campus/supervisors>

**To be considered employed in a community service job for Federal Work Study (FWS) purposes**, the student does not have to provide a “direct” service. The student must provide services that are designed to improve the quality of life for community residents or to solve particular problems related to those residents’ needs.

There is no restriction as to whether these jobs must be on or off-campus. However, a university or college is not considered a community for the purposes of the FWS Program community service requirements. On-campus jobs can meet the definition of community services, provided that the services are designed to improve the quality of life for community residents, or to solve problems related to their needs, and that they meet the regulatory and statutory provisions pertaining to the applicable FWS program employment limitations and conditions

**Questions about employing a WMU student can be addressed by calling (269) 387-2745.**

**Many frequently asked questions and resources are available on our web page,** [**wmich.edu/career**](http://www.wmich.edu/career)**.**