**STUDENT HOURLY POSTING TEMPLATE**

**Job Title**

**Job Description: Please provide a thorough description of the position.**

**(must include a minimum of three bullet points)**

**Job Duties/Responsibilities: Include the scope of the responsibilities required and identify the associated career competency (see page 2).**

**Required Skills: List the minimum skills the applicant must have to be considered for the position and identify the associated career competency.**

**Preferred Skills: List the skills and abilities an ideal candidate would possess and identify the associated career competency.**

**Hourly Pay Rate:**

**Number of Openings:**

**Expected Start Date:**

**Job location:**

**Required documents: (resume, cover letter, transcript, work sample, course schedule, etc.)**

**Preferred start advertising:**

**Closing date:**

**Career Competencies**

1. **Digital Proficiency (DP):** Use technology to communicate, problem-solve, and complete tasks in a responsible manner.
2. **Verbal & Written Communication (V/WC):** Respond to needs of diverse audiences through flexible writing and speaking methods. Develop ideas through written and oral forms of expression.
3. **Personal Accountability (PA):** Demonstrate integrity, honesty, dependability, responsibility; accepts guidance and develops effective work habits.
4. **Inclusive Teamwork (TW):** Join with individuals and teams from diverse backgrounds to pursue a common goal. Often requires negotiating and managing conflict.
5. **Leadership (L):** Definitions will vary based on context. Can include; situational judgment, informed risk taking, resiliency to challenges, motivate and encourage participation to work towards a shared purpose and vision.
6. **Creativity (C):** Challenge existing ideas in creative ways to develop new possibilities. Often requires informed risk taking.
7. **Career Development (CD):** Access information and opportunities for career exploration; understand and articulate the important of transferable skills in the job search process.
8. **Critical Thinking/Problem Solving (CT/PS):** Identify important problems and questions, then gather, analyze, and evaluate information from diverse sources before forming a strategy, decision, or opinion.
9. **Self-Reflection (SR):** Evaluate, understand, and communicate personal skills and abilities; learns from past mistakes through feedback to become more flexible and gain new insights/understandings.
10. **Global Context (GC):** Demonstrate an understanding of diverse people, cultures, and systems; understand actions have local and global implications for the future.