

STUDENT EMPLOYEE JOB DESCRIPTION

for

Student Special Project Assistant Job 9508

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General Description

Student is responsible for performing complex tasks involved in the design and operation of special projects. Students in this position must exhibit a high level of independent judgment and work under minimal to no direct supervision.

Duties

(may include but not limited to)

Follows projects through from beginning to end
Duties are department-specific and project-specific
Duties vary from project-to-project as assigned

Additional Requirements

(may include but not limited to)

Demonstrates a knowledge of software specific to the project
Possesses a high level of motivation to assist with and complete the project
May be required to perform some field work and/or travel
May coordinate activities of one or two other student employees
Must sign a confidentiality agreement

The description above reflects the general duties and requirements considered necessary to perform the principle functions of the job and shall not be considered a comprehensive description of all work requirements which may be inherent to the position. Individual departments may have specific requirements not detailed above.



Student
Employment