

## Student Job Description

### Position Title: Student

- I. **Summary of Position:** Primary duties are to attend classes, study assigned class materials, submit assignments on time, pass all classes, make good life choices, and graduate on schedule.
- II. **Characteristic Duties:** The following duties are required of the job; other duties may be assigned.
  - a. Essential Duties:
    - i. Attend all scheduled classes and laboratories.
    - ii. Read each course syllabus carefully to understand requirements and deadlines.
    - iii. Manage time by using a planner AND make a daily to-do list.
    - iv. Complete assigned readings, papers, speeches, and projects on time.
    - v. Learn essential college applications such as GoldKey, myNEO, and D2L.
    - vi. Complete course attendance and study time totaling minimum of 40 hours per week.
  - b. Marginal Duties:
    - i. Get enough sleep
    - ii. Maintain a healthy diet
    - iii. Exercise
    - iv. Socialize – Get involved on campus!
- III. **Responsibilities:** Reports to course instructors, academic advisors, SLA facilitators, laboratory coordinators, housing director, and RA's.
- IV. **Supervisory Responsibilities:** Self
- V. **Required Qualifications:** To be successful in this job an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
  - a. **Education:** High School Diploma or GED Equivalency
  - b. **Skills:** Good written and verbal communication, computational, and organizational skills
  - c. **Abilities:** Ability to work with diverse students, faculty, and staff; assess and evaluate course progress; plan, organize, and meeting deadlines
- VI. **Compensation:** Students will be compensated according to their progress with regard to meeting course objectives and learning outcomes according to the following scale:
  - a. **Outstanding** – A
  - b. **Good** – B
  - c. **Satisfactory** – C
  - d. **Poor** – D
  - e. **Unacceptable** – F
  - f. Any person in the position whose GPA falls below 2.0 will be placed on **Academic Probation**.