# SAMPLE Job Description
## Peer Advisor 2

<table>
<thead>
<tr>
<th>Reports To:</th>
<th>Manager; Program Coordinator, Student Employment Center.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position Requirements:</td>
<td>Must be eligible for WWU student employment. Additional qualifications listed below.</td>
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<tr>
<td>Wage:</td>
<td>Student employee wage classification 2, beginning at $8.85 per hour. Actual wage depends on qualifications and experience.</td>
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<td>Period of Employment:</td>
<td>Begins fall quarter 2009</td>
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<tr>
<td>Work Schedule:</td>
<td>10-14 hours per week; flexible around class schedule, with most hours occurring during normal work hours of Mon - Fri, 9am - 4pm.</td>
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## Description of Duties:
### Reception duties
- Advises students on finding employment both on and off campus.
- Advises campus and community employers on Student Employment Center posting guidelines.
- Answer telephones
- Facilitate job postings for on and off-campus employers
- Refer calls to appropriate person
- Answer questions regarding working on or off campus
- Provide information about Work Study policies and procedures to students and departments.

### Student Employment Data Base
- Watch e-mail mail box for student employment related e-mails
- Make sure jobs are closed when filled
- Call employers every two weeks to make sure jobs remain open
- Edit jobs for spelling errors

### Miscellaneous
- Processing credit load waivers in Access
- Occasionally provide administrative support for Manager and Program Coordinator
- Student Employment Hiring process facilitation in Banner and Web4U
- Email employers regarding hourly rate audit report
- Others duties as assigned

## Educational and other benefits of employment
- Customer Service and professional development in working with students, departments and community employers.
- Opportunity to work with multiple databases and gain skills in a variety of MS Office products (Excel, Publisher, etc.)
➢ Thorough knowledge of work study and familiarity with other financial aid processes.
➢ Increased knowledge of campus programs and services.
➢ Opportunity to increase skills in a variety of areas including project coordination, website development, database development and MS Office

**Minimum Qualifications**

The successful applicant will have skills in customer service, strong attention to detail, ability to maintain confidentiality, comfortable with computer applications and be motivated to learn on the job; must have strong work ethics, problem solving skills, and present a professional appearance and attitude to the public.

**Preferred Qualifications**

Applicants with a combination of the following skills may be given preferential consideration:

➢ Prior experience working with the public
➢ Understanding on databases and how they function
➢ Proficiency or familiarity in MS office products including Access, Excel and/or Publisher

**Application Process:**

*(Note to Department: you decide how students will apply to your program.)*

Email the General Application and your résumé to:

    Department Name Here
    Email: your email address here

Application Deadline:  **Friday, September nn, 20nn**