SCRIPPS COLLEGE
Request for Student Employment
Prepared by the Offices of Financial Aid and Human Resources

Instructions: Please complete all of the following information. Prepare a separate form for each position that you are requesting: Please sign the form and forward:

- to the Scripps College Student Financial Aid Office if your position is to be funded through the Work Study Program;
- to the Scripps College Human Resources Office if your student position is to be funded from a source other than the Work Study Program. Please prepare and attach a Personnel Action Form to this request.

Guidelines: The enclosed Guidelines for Student Employment Classification will help you express the duties of your position and identify the skills that you require. The guidelines also will help you recommend the appropriate pay and classification level for your student employee.

Name of Department:__________________________________________________________

Name of Supervisor:___________________________________________________________

Telephone:___________________________ Extension/e-mail:__________________________

Position Title:_______________________________________________________________

Duties of the Position:_________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

Skills Required to Perform the Position:___________________________________________

___________________________________________________________________________

___________________________________________________________________________

Recommended Student Classification Level (Please see the Attached Guidelines):________

Beginning and Ending Dates of the Position:_____________________________________

Hours Per Week:_______________________

Comments:___________________________________________________________________

___________________________________________________________________________

Supervisor Signature:_____________________________________________ Date:_________________________
Overview: Student employees provide clerical, administrative and technical support services in administrative and academic offices, and assist those offices in the completion of their assigned objectives. Scripps College recognizes that, while student employment is intended to supplement and enhance academic and student experiences, employment is not the main reason that the student is at Scripps College. Therefore, student employment responsibilities must assume a secondary and subservient role to the students’ academic and student-related responsibilities. These guidelines will assist supervisors in identifying the proper classification levels that are assigned to student employment positions at Scripps College.

Levels and Guidelines:

**Level I**
Provides general clerical and/or technical support for offices and laboratories. Duties are straightforward and require minimum independent judgment and/or deviation from prescribed procedures. **Examples:** Files, prepares photocopies, picks up and drops off mail. Distributes mail based on named department or addressee. Processes the check-out and return of books or equipment. Enters information on forms, logs or databases by typewriter or computer. Posts flyers on campus. Monitors the flow of incoming and outgoing guests and visitors. May function as a receptionist by providing information that is standard and readily available.

**Level II**
Performs functions that require some working experience in the function to which assigned. May organize working procedures for own desk or worksite. Requires some knowledge of the policies and procedures of the office to which assigned. Uses own judgment in choosing proper procedure or providing correct information. **Examples:** Routinely uses computer applications in performing job (word processing, spread sheets, graphics, and databases). Opens and distributes mail based on content of correspondence. Maintains non-complex accounting records or logs. Keeps track of purchases, invoices and related matters. Keeps track of borrowed equipment. Creates and maintains bulletin boards. Hands out athletic equipment & explains the use of same. Assists with sports by performing various game-related activities that require knowledge and experience with the particular sport. Maintains and updates databases of information such as graduate schools, fellowships and scholarships. May perform cashering duties. Maintains and cleans computers, installs printer paper and ribbons, prints special jobs by labels; and clears jammed printers. Distributes reroutes and meters mail with some knowledge of postal regulations. Assists with the maintenance of ceramics lab by mixing clay and loading/unloading kilns.

**Level III**
Performs and/or drafts projects from beginning to end that require significant knowledge, and/or experience in the subject matter. Frequently applies own creativity, procedures, and judgment to tasks at hand. Provides substantial assistance in the planning of major events by completing one or more components of the events. **Examples:** Edits and maintains Web pages based on knowledge of the functions and objectives of the office. Solicits donations and markets events as a phonathon caller (requires public relations skills, and a thorough knowledge of the college and the purpose of the particular marketing campaign). Mixes chemicals and prepares laboratory experiments, requiring a knowledge of the relevant scientific discipline and safety regulations. Prepares and files art history slides, requiring some judgment and knowledge of the subject matter. Works with instructors/professors to set up and operate audio-visual equipment in classrooms or laboratories; calls upon a technical knowledge of audio-visual equipment and its purposes and capabilities. May perform minor maintenance or repairs of equipment. Conducts tours of the college, using familiarity of the college’s traditions, goals and objectives. Tutors students for specific classes. Prepares note cards for individual classes in order to assist other students. Grades papers under the supervision of instructors and faculty.

**Level IV**
With minimum direct supervision, calls upon significant knowledge and experience to plan, organize, and execute complete projects and events. Coordinates the efforts of groups of people to achieve goals and ends. Uses independent judgment and analytical/cognitive ability to summarize information and recommend courses of action. **Examples:** In planning a departmental event, arranges for meeting rooms, refreshments, advertisements, and participant’s travel. Designs and prepares complete web pages based upon own computer and graphics skills, and upon knowledge of the functions and objectives of the office. Attends staff meetings and takes selective notes based upon subject matter knowledge. Coordinates and administers a student tutoring program; matches assignments of students and tutors based on familiarity with course subject matter and tutors' skills.