



EAST STROUDSBURG UNIVERSITY of Pennsylvania

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Graduate College

Graduate Student Worker Position Description

A position description must be attached to each graduate student worker request.

Section I

1. Graduate Student Worker Position Title: _____
Example: Research Assistant

2. Academic Department or Area: _____
Example: Political Science Department

3. Function of this Organizational Unit: _____
Limit to one sentence

4. Purpose of the Position: _____
Limit to one sentence

5. Location of Work: _____

6. Work Hour Requirements or Preference: _____

Section II

7. Principal Responsibilities and Tasks/Duties *(Provide a bulleted list)*

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8. Required Qualifications *(Example: Drivers License; BOC Certified; Criminal Background Check)*

9. Preferred Qualifications *(Provide a bulleted list)*

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