



**EAST STROUDSBURG
UNIVERSITY
of Pennsylvania**

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East Stroudsburg, PA 18301-2999
(570) 422-3536 toll-free (866) 837-6130
Email: grads@esu.edu

**Graduate and Extended
Studies**

**Graduate Student Worker
Position Description**

A position description must be attached to each graduate student worker request unless a previously approved description is on file at the Graduate Office.

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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