



**EAST STROUDSBURG  
UNIVERSITY  
of Pennsylvania**

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

**Graduate & 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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