**UCSB STUDENT EMPLOYEE/STUDENT INTERN JOB DESCRIPTION**

*Revised May 2023*

| **EMPLOYEE NAME:** |  |
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| **START DATE:** |  |
| **WORKING TITLE:** | *<Role name> e.g. Desk Attendant, Parking Assistant* |
| **PAYROLL TITLE AND JOB CODE:**  | *<Example: Student Asst (4922) >* |
| **EMPLOYEE CLASS:** | *<Casual/Restricted or limited>* |
| **APPOINTMENT PERCENTAGE:**  |  |
| **DEPARTMENT AND LOCATION:** | *<Human Resources, 3101 SAASB>* |
| **SUPERVISOR/MGR NAME & TITLE:** | *<Jane Doe, Office Manager>* |

| **JOB SUMMARY:** <*Three to five sentences summarizing the job>* |
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| **MAIN DUTIES/RESPONSIBILITIES:** *Outline the duties and responsibilities of the position. For example:* * Answers phone lines, transfers calls, and takes messages
* Greets customers and answers questions
* Other tasks as directed
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| **SPECIAL CONDITIONS OF EMPLOYMENT:** *<Example: background checks, maintain a valid CA driver’s license, etc.>* |

**EMPLOYEE SIGNATURE: DATE:**

**SUPERVISOR SIGNATURE: DATE:**

**OTHER SIGNATURE: DATE:**