|  |  |  |  |
| --- | --- | --- | --- |
| **Student Employee Name:** | Click or tap here to enter text. | **Student ID:** | Click or tap here to enter text. |
| **Supervisor Name and Title:** | Click or tap here to enter text. | **Supervisor Employee ID:** | Click or tap here to enter text. |

**Job Summary: (In 2-3 sentences, provide a general overview of the position.)**

Click or tap here to enter text.

**Key Responsibilities: (Provide 3-5 specific job duties and/or tasks performed by the position.)**

1. Click or tap here to enter text.
2. Click or tap here to enter text.
3. Click or tap here to enter text.
4. Click or tap here to enter text.
5. Click or tap here to enter text.

**Knowledge and Skills:** (Identify the specific skill sets, knowledge and abilities necessary to effectively perform the job functions.)

**Required**:

* Click or tap here to enter text.
* Click or tap here to enter text.
* Click or tap here to enter text.
* Click or tap here to enter text.
* Click or tap here to enter text.

**Preferred**:

* Click or tap here to enter text.
* Click or tap here to enter text.
* Click or tap here to enter text.