



Student Employment Job Description

Position Title
Classification
Rate of Pay
Employment Dates

I. Department, Supervisor and Location of Duties

II. Purpose/Role of Position

III. Primary Duties/Essential Functions

IV. General Qualifications

V. Specific Qualifications

VI. Physical Demands

(E.g. Requires repetitive motions at computer keyboard and telephone.)

VII. Visual Demands

(E.g. Computer monitor and reading.)

VIII. Environment

(E.g. Pleasant office setting, comfortable temperature.)

Azusa Pacific University is an Equal Opportunity Employer 901
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IX. Technologies

(E.g. Strong Knowledge of Google Mail, Google Docs, Google Forms, Doc Hub, PowerPoint, Adobe Acrobat reader, desirable.)