

# Sample Student Educational Stipend Job Posting

\*Required Fields for Student Posting- other fields are for additional information as needed

Working Title*	Student Center Coordinator
Position Number*	SC0001 or SCG001 if grant funded
Additional users with permission to access the posting	(For anyone needing to see applicants, start HPs or to receive the approved to work emails)
Pay Range*	\$500-\$700 – ensure stipend amount is appropriate to the position.
Posting Information*	This student will serve as a student leader and coordinator for the Center. The project of the Center is to educate and provide resources to campus about Human Resources. The coordinator will work with faculty and staff to host events and deliver resources to campus. They will be responsible for preparing materials for the center outreach and events, coordinating with other student employees, organizing details, and supporting staff throughout the academic year.
Knowledge, Skills, & Abilities Required for the Position	<ul style="list-style-type: none"> <li>-Knowledge of social media platforms</li> <li>- Organization &amp; time-management skills.</li> <li>- Excellent communication and writing skills.</li> <li>- Ability to work independently or as a team.</li> </ul>
Minimum Qualifications	- Must be able to work approximately 15 hours per week each semester.
Preferred Qualifications	Business Major or Minor
Grant Funded? *	No
Fund Number (* Only if grant funded)	If yes, it is usually a fund beginning with 5
Employee Class*	UF- Student Educational Stipend Contract
Job Description	This position involves close attention to detail and leadership for the center. Will work closely with staff and faculty to provide a welcoming and helpful environment to all. Student will gain experience in leadership and acquire specific knowledge about HR.
Duties to Perform	<ul style="list-style-type: none"> <li>-Manage volunteers and students.</li> <li>- Oversee/run events, including but not limited to equipment set-up, and coordinating other students.</li> <li>-Provide metrics reporting about center participation.</li> <li>-Produce monthly newsletter to students, faculty, and staff about the ongoings of the center and the resources provided.</li> <li>-Manage and run center social media accounts.</li> </ul>
Other Conditions of Employment	
Action Type	Begin Job Assignment (ADJUNCT, GA, HOURLY, STUDENT)
Open Date* (Cannot be on a weekend or Holiday)	04/01/2021
Close Date (Cannot be on a weekend or Holiday)	4/30/2021