Villanova University
Student Job Analysis Questionnaire

The purpose of this questionnaire is to provide accurate and updated information to facilitate student position reviews.

Date:
Position Title:
Department:
Supervisor:

Please provide a brief description of the position:

Minimum experience (select one option):

☐ No previous work or academic experience required. Willing to train.

☐ Previous work and/or academic experience required. Please indicate required experience:

Nature of work (select all that apply):

☐ Work is routine and based on standard operating procedures

☐ Work is typically routine, but student employee may be required to make decisions in non-typical circumstances

☐ Work is generally complex and requires the ability to exercise judgement and make decisions

☐ May be required to train other entry-level student employees

☐ May supervise other student employees in the performance of their work

☐ Position trains and supervises student employees and is responsible for the care and/or safety of others

Additional background/skills:

☐ Position <u>requires</u> licensing, certification, advance coursework, or understanding of lab practices, advanced software and/or equipment. Please specify the requirement(s):

Submitted By:	Date:
Human Resources Approval:	Date: