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# **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 requires 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: |