Cooperative Education On-Campus Job Description

A position description form will be required for each semester or project. If the original job description indicates that a Co-op project will take more than one semester to complete, then that description will apply until the project is complete. If the student plans to work on a new project, then a new description form is needed.

Job Title: ________________________________________________________________________

Average number of hours per week: ____________ Office Phone: ______________________

Department: _______________________________________________________________________

Location/Room #: ____________ Supervisor: _________________________________________

1. Briefly list the job duties: _________________________________________________________
   _______________________________________________________________________________

2. Will the student be required to perform any of these duties off-campus? If yes, describe. ____________________________________________________________________
   _______________________________________________________________________________

3. What major, or academic course work, is appropriate for the successful applicant to have? ________________________________________________________________
   _______________________________________________________________________________

4. What specific project(s) will be completed by the student? __________________
   _______________________________________________________________________________

5. How many semesters will it take to complete this project? ___________________

6. What skills will be learned or enhanced as a result of this project? Please BE SPECIFIC. ____________________________________________________________________
   _______________________________________________________________________________

7. How will progress made toward completion of this project be evaluated? ______
   _______________________________________________________________________________

8. Are there other projects that may develop if this project is completed successfully? If yes, give an example. ____________________________________________________________________
   _______________________________________________________________________________

9. Does your department budget require that the Co-op student hired have work-study funds available? ____________________________

   Supervisor’s Signature ___________________________ Date ________________

FOR OFFICE USE ONLY:
Name of student hired: __________________________________ Start Date: ___/___/___

Work study eligibility: ___Yes ___No Date verified: ___/___/___