



Student Employment Departmental Expectations & Responsibilities

As a student employee of the department, you will have a variety of responsibilities and are expected to fulfill the requirements as outlined in this document. Please review the responsibilities, expectations and job details below.			
Student Name:		Student ID:	
Supervisor Name:		Department:	
Position Title:		SEA Award Amount:	
Start Date:		End Date:	
Hourly Pay Rate:		SEA Authorization Date:	
Overview of Responsibilities			
Type a brief description of the essential roles, responsibilities and activities the student employee can expect to assume in this position. These should be the same as in the LionJobs posting.			
Professional Skills			
Please refer to the Student Employment Professional Skills and select at least three for this position.			
<ol style="list-style-type: none"> 1. 2. 3. 			
Expectations			
Type a brief description of expectations that you as a supervisor or a department have for your student staff.			
<i>As LMU is an at-will employer, recognize that position details and offer are subject to change. Please sign below to acknowledge you have read and understand the departmental expectations outlined.</i>			
Student Signature:		Date:	
Supervisor Signature:		Date:	