

WHEATON COLLEGE OFFICE OF STUDENT FINANCIAL SERVICES

JOB CLASSIFICATION FORM

Upon review of this Job Classification Form by the Student Employment Office, you will be notified of the status of this position, (i.e. authorization, job level, pay rate, etc.). Please complete all sections of this form (both sides), excluding rating categories.

Date: _____

Dept. Org.# _____

Job Title _____

Department _____ **Org. #** _____ **Ext.** _____ **Final Rating** _____

Supervisor _____ **Location** _____

Duties and Responsibilities:

EDUCATION:

Education Required Before Job:

_____ No minimum requirements

_____ Course prerequisites (list course(s)) _____

_____ Other (certificates, special training, foreign language, etc.) _____

Rating _____

SKILLS/EXPERIENCE/TRAINING

Skills Required Before Job:

_____ None

_____ Skills required _____

Work Experience Required Before Job:

_____ No experience required

_____ One year

_____ Less than one semester

_____ Two years

_____ One semester

Comments:

Rating _____

(Continued)

Training Period (amount of time required to become competent):

_____ One day _____ One semester _____ Other (Please explain):
_____ One week _____ One year
_____ One month _____ Two years

Rating _____

DIRECT SERVICE RESPONSIBILITY:

_____ minimal or limited communication with "public"
_____ moderate communication with "public"
_____ primary responsibility for "public" relations

Rating _____

SUPERVISION OF STUDENT:

From whom: _____ Title: _____

Type of Supervision:

_____ daily _____ moderate (weekly) _____ limited (periodically)
_____ student works independently without direct supervision _____ other (please explain)

Will the student supervise others? _____ Yes _____ No

If so, indicate the number of people directly supervised and describe the nature of the supervisory responsibilities: _____

Rating _____

Additional Qualifications Necessary:

Please return to:

**Claudette C. Newport
Student Employment Office
Student Financial Services
2nd Floor, Admission Building**