

## WRITING AN APPEALING JOB DESCRIPTION FOR STUDENT EMPLOYEES

- Give your job a descriptive title. This matters to student job seekers. When a student views job listings in Artworks, the job title and employer name are what they initially see. If your department name alone is not enough to entice a student to “click” on your job (and open the detailed description) then the job title must be appealing. Your prospective student will see quite a few jobs titled “Office Assistant.” Be creative! It's RISD!
- PLEASE: Do not use the word “Intern” in your job description. This term leads students to expect a different type of experience from the standard part time job, which is what you are hiring for in the Student Employment program. Use “Assistant” if you need a generic term to apply to the person who will perform the job.
- Write the description so that a prospective student can envision themselves performing the job. Undergraduate students, who comprise the majority of student employees at RISD, do not always arrive on campus with prior work experience. You might assume that “general office duties” is well understood by students – this is not the case. Spell out the tasks that the student will actually perform.
- Address the student as you write. Pull the student reader into the work environment. Say “You will answer the department’s main phone line, transfer calls to the appropriate staff member and check the voicemail when you first arrive and just before you leave.” This is more meaningful to a student than “The student assistant will handle the phones.”
- Describe how the student’s role contributes to the functioning of the department. Students are likely to stay focused even when tasks are repetitive if they understand the importance of that task to the larger mission. For example: “By accurately transferring calls, you make it possible for the student to schedule important advising appointment with the RISD Career Center as quickly as possible.”
- Describe the transferable skills a student will acquire at this job. For example: “You will improve your customer service skills and ability to interact with a variety of constituents,” “develop professional development skills”, and “enhance your resume.”

- Are your requirements really a requirement or are you willing to train the student? Keep it simple. If the student will be working on a certain machine in the studio/shop, consider using “aptitude to learn new technology and skills”. Many students can be trained, but do not apply to positions they do not feel qualified for.

### Helpful Links:

- [Student Employment Website](#)
- [Link to posting a job in Artworks](#)
- [RISD Policy and Procedure Library](#)