

Job Description
College Student

REPORTS TO: Professors, Instructors, Advisor, parents & yourself

SCOPE: Invests time and effort in furthering personal development and learning. Must understand, accept and appreciate the privileges and responsibilities of being a member of a higher learning community.

STRUCTURE: The person in this position will be a member of the university which includes faculty, professional staff and fellow students.

RESPONSIBILITIES:

- Exhibit self-control and initiative to study for tests and to participate in academic life
- Develop relationships with faculty, clubs, organizations and informal student friendships
- Plan according to future goals; develop and maintain strong sense of self, purpose and direction
- Accept diversity as the nature of college life and engage in learning from those who might be different
- Always be prepared when provided with the resources and keep an open mind in new and different situations
- Become active in campus community; utilize campus facilities for learning, exercise, entertainment and socializing

JOB DESCRIPTIONS TO QUALIFICATIONS MADE EASY

JOB DESCRIPTION: Identify the **Knowledge, Skills and Abilities (KSA)** from the job description to tell you what kind of a person your prospective employer is seeking. Highlight the KSAs in the job description.

List each individual KSA you highlighted in column (A) – one per line. List in column (B) where you demonstrated that you have the KSA the employer is seeking. In column (C), give specific examples that prove you have the KSAs. Lastly, in column (D) rank your strongest to weakest KSA by putting a number “1” to indicate your strongest KSA and number 2 for your next strongest KSA and so-on until all are ranked.

(A) Knowledge, Skills and Abilities Sought By The Employer	(B) Where Have You Demonstrated That You Have this KSAs?	(C) Proof – Examples of you demonstrating the KSA	(D) Rank
Self-control	School and home	Maintains high focus level while residing with talkative, rambunctious individuals; made President’s and Dean’s List every	
Develop relationships	Clubs and organizations: Stu. Gov., SIFE and SAGE	Each semester added to involvement by joining new clubs and organizations; met many people and created	
Open-minded	Class, club meetings, group projects and at work	friendships with diverse group of students, faculty, and customers. Able to quickly develop positive rapport with people.	

QUALIFICATIONS SECTION: “Marry” the concepts above on the lines below. Select powerful action verbs to begin your qualification statements that will convey to your prospective employer **how/why** you will be an excellent addition to their company. Use appropriate adverbs, if necessary. These phrases should be informative and specific enough to convey that you can “deliver the goods”. Employers value quantifiable statements – express to what degree or amount you have affected the task you were assigned to do.

#1 KSA Ranked Strength Hard-working, responsible and focused individual, striving to always give 100%
Appropriate Adverb and/or Verb

#2 KSA Ranked Strength Excited to meet new people and work on developing a larger network
Appropriate Adverb and/or Verb

#3 KSA Ranked Strength Optimistic individual who adapts well to change
Appropriate Adverb and/or Verb

#4 KSA Ranked Strength _____
Appropriate Adverb and/or Verb