

## Ferris State University – Student Job Description

Position TITLE: Undergraduate Student

- I. **Summary of Function:** Primary duties are to attend classes, study assigned materials, submit assignments on time, pass all classes, make good life choices, and graduate on schedule.
- II. **Characteristic Duties:** Includes the following but other duties *may be assigned*.  
Essential:
  1. Attend all scheduled classes and laboratories.
  2. Read each course syllabus carefully to understand requirements and deadlines.
  3. Manage time by using a planner AND make a daily to-do list.
  4. Complete assigned reading, papers, speeches, and projects on time.
  5. Learn essential college applications such as MyFSU, MyDegree, MAPWorks, FLITE catalog searches, and BlackBoard (FerrisConnect).
  6. Complete course attendance and study time totaling minimum of 40 hours per week.Marginal:
  1. Get enough sleep.
  2. Eat a healthy diet.
  3. Exercise.
  4. Socialize.
- III. **Responsibilities:** Reports to course instructors, academic advisors, SLA facilitators, laboratory coordinators, hall directors and RA's.
- IV. **Supervisory responsibilities:** Self.
- V. **Required Qualifications:** To be successful in this job an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and or ability required. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions.
  1. **Education:** High School Diploma with minimum HSGPA of 2.7 and minimum ACT-C of 17 or completion of 12 credits at community college all graded C or higher.
  2. **Skills:** Strong written and verbal communication, computational, and organizational skills.
  3. **Abilities:** Ability to work with diverse students, faculty, and staff; assess and evaluate course progress; plan, organize and meet deadlines; develop effective programs for the students.
- VI. **Compensation:** Students will be compensated according to their progress with regard to meeting course objectives and learning outcomes according to the following scale:
  1. **Outstanding** – A, A-
  2. **Good** – B+, B, B-
  3. **Satisfactory** – C+, C, C-
  4. **Poor** – D+, D, D-
  5. **Unacceptable** – F
  6. **Subject to Academic Review** – any gpa below 2.0 or failure to pass at least 67% of credits taken in a year