

SE@USF Posting Title Examples

Please note: the examples below are some of the most common position types. Please feel free to use the one that best fits your job description OR create your own using the same format. See [Module 6 of the Student Employment@USF Handbook](#) for guidance on determining the appropriate pay range (middle portion of Posting Title).

Temporary Student Employment (TSE)

General Support

Pay Range \$7.50 - \$9.00 per hour

A position is considered to fall within this category if it is considered a general support role and requires minimal to no experience. Positions in this category could include the following Posting Titles:

- TSE – General Support – Desk Clerk
- TSE – General Support – Office Assistant
- TSE – General Support – Project Assistant
- TSE – General Support – Advertising Assistant
- TSE – General Support – Marketing Assistant
- TSE – General Support – Graphic Designer
- TSE – General Support – Lab Assistant
- TSE – General Support – Human Resources Assistant
- TSE – General Support – Admissions Assistant
- TSE – General Support – Accounting Assistant
- TSE – General Support – Communications Assistant
- TSE – General Support – Equipment Room Assistant
- TSE – General Support – Administrative Assistant
- TSE – General Support – Quality Assurance
- TSE – General Support – Library Assistant
- TSE – General Support – Set Up Crew Assistant
- TSE – General Support – Teaching Assistant
- TSE – General Support – Testing Assistant
- TSE – General Support – Testing Proctor
- TSE – General Support – Cashier
- TSE – General Support – Parking Enforcement Specialist

Community Service/Leadership

Pay Range \$9.00 - \$10.00 per hour

Community service is only available in the fall and spring semesters as part of the FWS program type only. It provides off campus part-time jobs in nonprofit community organizations to eligible students. While most jobs involve tutoring, available jobs may vary each semester.

Leadership positions include most positions in offices where students serve as mentors, peer advisors, leaders, etc.

Positions in this category could include the following Posting Titles:

TSE – Community Service/Leadership – Orientation Team Leader
TSE – Community Service/Leadership – Career Peer Advisor
TSE – Community Service/Leadership – Advertising Assistant
TSE – Community Service/Leadership – Marketing Assistant
TSE – Community Service/Leadership – Resident Advisor
TSE – Community Service/Leadership – Intramural Official
TSE – Community Service/Leadership – Fitness Coach
TSE – Community Service/Leadership – Event Planner
TSE – Community Service/Leadership – Clinical Research Assistant
TSE – Community Service/Leadership – Mentor
TSE – Community Service/Leadership – News Reporter
TSE – Community Service/Leadership – Outreach Coordinator
TSE – Community Service/Leadership – Facilitator
TSE – Community Service/Leadership – Lifeguard
TSE – Community Service/Leadership – Teaching Assistant
TSE – Community Service/Leadership – Tutor

Note: any position with Student Government (SG) would fall under this category. In addition, most positions with the Center for Leadership & Civic Engagement (CLCE), Center for Student Involvement (CSI), Office of Fraternity and Sorority Life, Center for Victim Advocacy and Violence Prevention, Students with Disabilities Services, and the like would likely fall in this category.

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Specialists and Technicians

Pay Range \$8.50 - \$12.00 per hour

A position is considered to fall within this category if it is considered to serve a specialized function which also involves more specialized training. Positions in this category require experience and/or specialized skills which demand greater on-the-job problem solving and attention to detail. Positions in this category could include the following Posting Titles:

- TSE – Specialists & Technicians – Web Designer
- TSE – Specialists & Technicians – Financial Aid Assistant
- TSE – Specialists & Technicians – Help Desk Assistant
- TSE – Specialists & Technicians – Lab Assistant
- TSE – Specialists & Technicians – Research Assistant
- TSE – Specialists & Technicians – Computer Support Assistant
- TSE – Specialists & Technicians – Supervisor
- TSE – Specialists & Technicians – Project Manager
- TSE – Specialists & Technicians – Computer Lab Assistant
- TSE – Specialists & Technicians – Fiscal Clerk
- TSE – Specialists & Technicians – Machinist
- TSE – Specialists & Technicians – Nutritionist
- TSE – Specialists & Technicians – Photography & Media Assistant
- TSE – Specialists & Technicians – Production Assistant
- TSE – Specialists & Technicians – Assistant Manager
- TSE – Specialists & Technicians – Network Assistant
- TSE – Specialists & Technicians – Graphic Designer
- TSE – Specialists & Technicians – Metrics Assistant
- TSE – Specialists & Technicians – Programmer
- TSE – Specialists & Technicians – Pharmacy Technician
- TSE – Specialists & Technicians – Photographer
- TSE – Specialists & Technicians – Security Technician
- TSE – Specialists & Technicians – Shuttle Bus Driver

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Federal Work Study (FWS)

General Support

Pay Range \$7.50 - \$9.00 per hour

A position is considered to fall within this category if it is considered a general support role and requires minimal to no experience. Positions in this category could include the following Posting Titles:

- FWS – General Support – Desk Clerk
- FWS – General Support – Office Assistant
- FWS – General Support – Project Assistant
- FWS – General Support – Advertising Assistant
- FWS – General Support – Marketing Assistant
- FWS – General Support – Graphic Designer
- FWS – General Support – Lab Assistant
- FWS – General Support – Human Resources Assistant
- FWS – General Support – Admissions Assistant
- FWS – General Support – Accounting Assistant
- FWS – General Support – Communications Assistant
- FWS – General Support – Equipment Room Assistant
- FWS – General Support – Administrative Assistant
- FWS – General Support – Quality Assurance Specialist
- FWS – General Support – Library Assistant
- FWS – General Support – Set Up Crew Assistant
- FWS – General Support – Teaching Assistant
- FWS – General Support – Testing Assistant
- FWS – General Support – Testing Proctor
- FWS – General Support – Cashier
- FWS – General Support – Parking Enforcement Specialist

Student
Employment

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Community Service/Leadership

Pay Range \$9.00 - \$10.00 per hour

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Leadership positions include most positions in offices where students serve as mentors, peer advisors, leaders, etc.

Positions in this category could include the following Posting Titles:

FWS – Community Service/Leadership – Advertising Assistant
FWS – Community Service/Leadership – Marketing Assistant
FWS – Community Service/Leadership – Intramural Official
FWS – Community Service/Leadership – Fitness Coach
FWS – Community Service/Leadership – Event Planner
FWS – Community Service/Leadership – Clinical Research Assistant
FWS – Community Service/Leadership – Mentor
FWS – Community Service/Leadership – News Reporter
FWS – Community Service/Leadership – Outreach Coordinator
FWS – Community Service/Leadership – Facilitator
FWS – Community Service/Leadership – Lifeguard
FWS – Community Service/Leadership – Teaching Assistant
FWS – Community Service/Leadership – Tutor

Note: most positions with the Center for Leadership & Civic Engagement (CLCE), Center for Student Involvement (CSI), Office of Fraternity and Sorority Life, Center for Victim Advocacy and Violence Prevention, Students with Disabilities Services, and the like would likely fall in this category.

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- FWS – Specialists & Technicians – Financial Aid Assistant
- FWS – Specialists & Technicians – Help Desk Assistant
- FWS – Specialists & Technicians – Lab Assistant
- FWS – Specialists & Technicians – Research Assistant
- FWS – Specialists & Technicians – Computer Support Assistant
- FWS – Specialists & Technicians – Supervisor
- FWS – Specialists & Technicians – Project Manager
- FWS – Specialists & Technicians – Computer Lab Assistant
- FWS – Specialists & Technicians – Fiscal Clerk
- FWS – Specialists & Technicians – Machinist
- FWS – Specialists & Technicians – Nutritionist
- FWS – Specialists & Technicians – Photography & Media Assistant
- FWS – Specialists & Technicians – Production Assistant
- FWS – Specialists & Technicians – Assistant Manager
- FWS – Specialists & Technicians – Network Assistant
- FWS – Specialists & Technicians – Graphic Designer
- FWS – Specialists & Technicians – Metrics Assistant
- FWS – Specialists & Technicians – Programmer
- FWS – Specialists & Technicians – Pharmacy Technician
- FWS – Specialists & Technicians – Photographer
- FWS – Specialists & Technicians – Security Technician
- FWS – Specialists & Technicians – Shuttle Bus Driver

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Summer Student Employment (SSE)

General Support

Pay Range \$7.50 - \$9.00 per hour

A position is considered to fall within this category if it is considered a general support role and requires minimal to no experience. Positions in this category could include the following Posting Titles:

- SSE – General Support – Desk Clerk
- SSE – General Support – Office Assistant
- SSE – General Support – Project Assistant
- SSE – General Support – Advertising Assistant
- SSE – General Support – Marketing Assistant
- SSE – General Support – Graphic Designer
- SSE – General Support – Lab Assistant
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- SSE – General Support – Quality Assurance
- SSE – General Support – Library Assistant
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- SSE – General Support – Teaching Assistant
- SSE – General Support – Testing Assistant
- SSE – General Support – Testing Proctor
- SSE – General Support – Cashier
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Student
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Community Service/Leadership

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Leadership positions include most positions in offices where students serve as mentors, peer advisors, leaders, etc.

Positions in this category could include the following Posting Titles:

SSE – Community Service/Leadership – Advertising Assistant
SSE – Community Service/Leadership – Marketing Assistant
SSE – Community Service/Leadership – Intramural Official
SSE – Community Service/Leadership – Fitness Coach
SSE – Community Service/Leadership – Event Planner
SSE – Community Service/Leadership – Clinical Research Assistant
SSE – Community Service/Leadership – Mentor
SSE – Community Service/Leadership – News Reporter
SSE – Community Service/Leadership – Outreach Coordinator
SSE – Community Service/Leadership – Facilitator
SSE – Community Service/Leadership – Lifeguard
SSE – Community Service/Leadership – Teaching Assistant
SSE – Community Service/Leadership – Tutor

Note: most positions with the Center for Leadership & Civic Engagement (CLCE), Center for Student Involvement (CSI), Office of Fraternity and Sorority Life, Center for Victim Advocacy and Violence Prevention, Students with Disabilities Services, and the like would likely fall in this category.

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- SSE – Specialists & Technicians – Computer Support Assistant
- SSE – Specialists & Technicians – Supervisor
- SSE – Specialists & Technicians – Project Manager
- SSE – Specialists & Technicians – Computer Lab Assistant
- SSE – Specialists & Technicians – Fiscal Clerk
- SSE – Specialists & Technicians – Machinist
- SSE – Specialists & Technicians – Nutritionist
- SSE – Specialists & Technicians – Photography & Media Assistant
- SSE – Specialists & Technicians – Production Assistant
- SSE – Specialists & Technicians – Assistant Manager
- SSE – Specialists & Technicians – Network Assistant
- SSE – Specialists & Technicians – Graphic Designer
- SSE – Specialists & Technicians – Metrics Assistant
- SSE – Specialists & Technicians – Programmer
- SSE – Specialists & Technicians – Pharmacy Technician
- SSE – Specialists & Technicians – Photographer
- SSE – Specialists & Technicians – Security Technician
- SSE – Specialists & Technicians – Shuttle Bus Driver

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