



STEP Position Description

Title:

Incumbent:

Department:

EEO:

STEP Job Tier:

Date:

Reports to:

Division:

FLSA Status (Non-Exempt):

Available for Remote Work:

Summary of Position: *(write a short paragraph here describing the position)*

Top Candidates Will Have: *(write a short paragraph listing whatever you need in this particular job: e.g., skills, qualities, certifications, ability to be self-motivated, ability to communicate with specific audiences or represent the department, tech skills (MS Office, specific software tools, etc.), etc.)*

Primary/Principal Responsibilities:

% of Time	<i>Describe responsibility 1 here</i>
	<i>Describe responsibility 2 here</i>
	<i>Describe responsibility 3 here</i>
	<i>Describe responsibility 4 here</i>
	<i>Describe responsibility 5 here Add more rows if needed.</i>

Requirements/Qualifications:

- Must be a full-time Suffolk Undergraduate or Graduate student.
- Must be physically located in the USA for the academic year.

- Must be available and committed to working up to 10-20 hours per week.
- Must be available for STEP mandatory events (five, 1-hour sessions per semester)
- *Write a bulleted list here of your specific requirements, e.g., need to understand R, Python, Agile methodology, design, have specific certifications, etc.*

Nice to have Qualifications:

- *Write list of nice to have desired qualifications, e.g., available to work over the summer? Certifications, etc.*