



**CougarWorks  
Student Intern Program /  
Student Employment**

CougarWorks Student Intern Position

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Job Description Template  
HR Compensation Review Process

# Agenda

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- Provide a Job Description Template and an HR Compensation review process for the CougarWorks Student Intern position
- Review the HR Compensation Review Process
- Review the CougarWorks Student Intern Job Description Template
- Student Assistant versus Student Intern Chart
- Q & A

# Job Description Template Purpose

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The CougarWorks Student Intern job description template provides the basis for the manager to create a job description specific to a department and/or functional area for positions unique to Collin College students and aligns with specific programs at the college.

Each department can customize the following sections of the job description template specific to their department needs and job functions:

- ❑ Who will the student intern report to
- ❑ Essential Duties and Responsibilities unique to the department/function
- ❑ Knowledge, Skills, and Abilities unique to the position
- ❑ Minimum Requirements specific to the function(s)
- ❑ Terms/Courses completed (optional)
- ❑ Grade Point Average (optional)



# HR Compensation Review Process

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## **CougarWorks Student Intern Job Description Review Process**

This is an abbreviated review process created to assist managers in producing a customized job description specific to their department and/or functional area for the CougarWorks Student Intern program.

**Step 1** - Initiate Review Process: the manager completes and submits the online CougarWorks Student Intern Job Description Review form to Compensation for review.

**Step 2** - Compensation reviews the job description and if needed, contacts the submitter with any questions/concerns.

**Step 3** - Upon completion of the review, Compensation creates a job profile in Workday for the manager to initiate the job requisition process.

**Step 4** - Compensation sends an email to the manager when the process is completed.

# Job Description Template Link

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The review form is located on the HR Compensation webpage, <http://www.collin.edu/hr/hrcompensation/index.html> located under the ***CougarWorks Student Intern Job Description Review Process*** section.

Here is a direct link to the online form:

[CougarWorks Student Intern Job Description Review Form \(Online Form\)](#)

# Student Intern vs. Student Assistant

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Student Intern	Student Assistant
<b>Primarily for training purposes</b>	Primarily serves and supports a business need
Has specific learning objectives	
<b>Is not essential to business operations</b>	Is not essential to business operations
<b>Offers pre-professional tasks and training for current college students</b>	Gain general knowledge, skills, abilities, and work experience as part of the assignment
For current college students in credit courses	For current college students
<b>Must be actively enrolled in a Collin College credit program - Is an extension of academic experience and aligns with a Collin College academic program(s)/coursework</b>	Must be actively enrolled at Collin College – position may not align with coursework
<b>Skills are developed in a professional environment</b>	May assist with routine, menial, administrative, and production work or as staff for peak times or events
<b>Intern shadows staff and business activities</b>	Supports the department or function and duties overseen by a department supervisor/FT faculty member, etc.
<b>Closely mentored by staff with expertise in the internship area (similar to a teacher-student relationship)</b>	
Feedback is given to facilitate the learning process	
<b>Interns may meet professionals and begin building a professional network</b>	
<b>Must be located onsite at an organization business location</b>	Must be located onsite at an organization business location
<b>Short-term with a fixed start and end date - Future employment is not promised</b>	Short-term with a fixed start and end date - Future employment is not promised

Q & A

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## **CougarWorks Student Intern Program/ Student Employment**

# Have a great semester!

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If you have any questions regarding salary structures, job descriptions, compensation online forms and/or the compensation review process, please contact [Monica Barron](#) at (972) 599-3108 or [Jan Clark](#) at (972) 599-3117 for further assistance.