

Detailed Job Description

Position Title:		Creation Date:
		Revision Date:
Department:	Supervisor's Title:	
DEPARTMENT OVERVIEW & POSITION SUMMARY: Please state in one or two sentences the essential purpose of the function.		
KEY RESPONSIBILITIES: Please briefly list key duties that occupy a major part of the employee's job. Be as specific as possible and <u>list the most important duties and responsibilities first</u> . Show the approximate percent of time for each activity in a representative year. Please list at least five, but <i>no more than eight areas</i> . (Total <u>must</u> not exceed 100%.)		% OF TIME
ESSENTIAL JOB DUTIES:		
1.		%
2.		%

3.	%
4.	%
5.	%
6.	%
7.	%
8.	%
<p><u>Promote the University's commitment to customer service by:</u></p> <ul style="list-style-type: none"> • Build effective partnerships with co-workers throughout the University by freely sharing appropriate information and providing assistance when needed. • Ensuring optimum service to all internal and external partners in response to all requests for service and information. <p>Maintaining an environment that is welcoming to persons of all backgrounds, nationalities, and roles.</p>	

OTHER JOB DUTIES:

1. Performs other related duties as assigned.
- 2.

WORKING CONDITIONS: Please indicate the special working conditions required to do your job, such as frequent overnight or day travel, overtime, on-call duty, or attendance at civic functions.

Frequent travel between campuses and attendance at off-site meetings.

PHYSICAL EFFORT: Physical skill is defined as accuracy, dexterity, coordination, and speed. Also, describe the amount of physical effort or exertion and its impact on physical fatigue regularly required in your job.

This is an example for office positions:

Occasional (10-33%) reaching, pushing, grasping and pulling. Lifting of up to 10 pounds.

Frequent (34-66%) standing and walking

Constant (67-100%) viewing of computer screen and reports, sitting, repetitive motion, talking and hearing.

KEY JOB FACTORS	
<p><i>Required Qualifications:</i> Minimum required to do the job.</p>	<p>Education:</p> <p>Experience:</p> <p>Skills:</p>
<p><i>Preferred Qualifications:</i></p>	
<p><i>Additional Considerations:</i></p>	
<p><i>Impact of Actions:</i> Types of decisions and recommendations made regularly, and if the functional duties include final authority, & organizational funding decisions and impact of errors.</p>	

Complexity: Consider whether your work involves the use of routine, well established methods, or activities that require using many different procedures for changing situations.	
Supervision Exercised:	
Internal/External Communications:	
Special Skills:	<i>* The ability to work effectively with diverse groups.</i>

For Human Resources			
IPEDS:	SOC:	Job Code:	Position #