

**POSITION DESCRIPTION**

|  |  |
| --- | --- |
| **Title** |  |
| **Department** |  |
| **Position Number** |  |
| **Remote/Hybrid/On-Campus** |  |
| **Supervisor** |  |
| **Salary Grade** |  |
| **FLSA (Exempt / Non-exempt)** |  |
| **Date Created/Updated** |  |

**Position Summary**

Defines the purpose of the job and summarizes the duties and responsibilities of the position

**Essential Responsibilities**

While completing the position description essential responsibilities, keep the following information in mind.

(1) List, in order of importance, five (5) to seven (7) essential position responsibilities and estimate the average percentage of time (annual) spent on each. Duties and responsibilities percentage of time must total 100%.

(2) As needed, expand on each essential position responsibilities with corresponding supporting duties that are performed.

(3) Use a separate statement for each major duty or responsibility. Do not describe steps involved in performing the job duty but the responsibilities as a whole. (Example: Prepares charts and diagrams to assist in problem analysis, and submits recommendations for solutions)

(4) Begin each statement with an action verb and describe what is to be accomplished, how and why. Each statement should be brief and concise.

(5) Duties or responsibilities that take less than 5% of time should not be shown as a separate statement but grouped with other duties.

(6) Identify if the essential responsibilities need to be performed on-campus, remotely, or a hybrid combination.

**Additional Responsibilities**

Describes the secondary tasks, nonessential duties and responsibilities of the position

* Performs other job-related duties as assigned.

**Supervisory Responsibilities**

Describe the number, type and titles of employees supervised;

Example: 2 full-time Administrative Assistants

 1 part-time Researcher

**Qualifications**

*Required*

* Minimum education required
* Minimum experience required
* License/Certification required
* Other knowledge, skills, and abilities required

*Preferred*

* Education preferred above and beyond what it required
* Experience preferred above and beyond what it required
* License/Certification preferred above and beyond what it required
* Other knowledge, skills, and abilities preferred above and beyond what it required

**Physical Demands**

Describe the type, intensity (how much), frequency (how often), and duration (how long) of physical demands or mental capabilities required by this position. This component is important and key for compliance with the Americans with Disabilities Act (ADA).

Examples: Must be able to remain in a stationary position 50% of the time, frequently moves equipment or boxes weighing up to 50 pounds across campus for various classrooms and event’s needs.

**Working Conditions**

Describes irregular or unusual work schedules and any conditions of the physical environment that an employee may find unpleasant or hazardous.

Examples: must be able to work in extreme hot and extreme cold conditions; required to travel monthly to sites; must be available to be on-call one weekend per month, etc**.**