

POSITION DESCRIPTION

POSITION INFORMATION		Effective Date:	
Position Number	Working Title	Campus	Cost Center
Department	Supervisor's Position Title	Supervisor's Position Number	
HR USE ONLY			
Job Title	Job Key	Pay Grade	Exemption

POSITION DETAILS	
Position Summary – Summarize the primary purpose of the position	
Position Responsibilities – Total responsibilities must equal 100%. List essential functions in decreasing order of importance. Similar tasks should be grouped together. Any responsibility totaling less than 5% of the time should be grouped with a greater percentage of time function.	
% of Time	Job Function/Responsibilities
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Competencies/Qualifications	
<i>Knowledge, Skills, and Abilities (KSAs) required to perform essential job functions. All KSAs should be related to the functions and responsibilities of the position. These statements should all contain the word "knowledge", "skill", or "ability". This is not the experience necessary to perform the essential functions.</i>	

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Preferred knowledge, skills, and abilities			
Education/Experience			
<i>Education – Describe the minimum level of education necessary to perform the essential functions of the position. Where not required by law, an equivalent combination of training and experience may substitute for education</i>			
Required	Preferred	Level/Type of Education	Field of Study (indicate if a related field may be substituted)
		High school diploma or GED	
		Vocational or technical training	
		Associate’s Degree	
		Bachelor’s Degree	
		Master’s Degree	
		Doctoral Degree	
		Other licenses/certifications	
Experience – the minimum amount/type of experience necessary to perform the essential functions of the position			
Required level/type of experience and/or years of experience			
Preferred level/type of experience and/or years of experience			
Supervisory/Work Direction Responsibilities			
	This position has no supervisory responsibilities.		
	This position provides work direction to others (includes students).		
	This position has supervisory responsibilities and is responsible for staff performance management.		
Independence of Action/Level of Supervision Received			
	Work is closely monitored by supervisor/manager; clearly stated instructions and procedures are generally provided; tasks, duties, and responsibilities are generally standardized and routine in nature; instruction, advice, and assistance readily available		
	Work progress is generally monitored by supervisor/manager; employee performs assigned tasks, duties, and responsibilities by following established policies and procedures; may set own priorities and organizes work within general guidelines established by supervisor/manager		
	Supervisor/manager defines objectives, priorities, and deadlines; existing practices are used as guidelines to determine specific work methods; carries out work activities independently; supervisor/manager is available to assist in resolving problems		
	In consultation with supervisor/manager, sets own priorities and goals and determines how to accomplish results with few or no guidelines to follow, although past practices may exist; keeps supervisor informed of progress, potentially controversial matters, or matters with far-reaching implications		

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Impact of Decisions		
	Decisions generally impact own job or area.	
	Decisions impact a unit or department. May contribute to business and operational decisions that impact the department. Makes recommendations to manager/supervisor that are generally implemented/accepted.	
	Decisions have substantial impact on management and operations of an area within department, college or broad functional area. May contribute to important strategy, operational and business decisions which impact the department.	
	Decisions have a significant impact on the management and operations of a division/college/campus/institution/system. Contributes to the decisions on the overall strategy and direction of the organization.	
Budget Responsibilities		
	No Budget Responsibilities	
	Monitor/maintain budgets – Processes transactions, monitors balances, and reconciles accounts	
	Managerial/signature budget authority – Approves and commits funds for salaries, and to acquire materials, resources, supplies, services, etc.	
	Full budgetary oversight – Establishes budget and has full authority to implement budget initiatives	
CONDITIONS OF EMPLOYMENT		
	Designated personnel for emergencies – Is this position required to report to their designated work location to ensure operation of essential campus functions or departments during an emergency, or when the University has suspended or delayed operations?	
	Shift	
Background Check Required – Select any additional background checks this position requires in addition to the basic background check		
	Covered Programs Check	
	Credit Check	
	Drug Screening	
	Security Clearance Check	
Work Schedule		
Occasional	Frequent	
		Weekends
		Evenings
		Overnight Travel
Other Conditions of Employment required to perform essential functions of this position (i.e. the employee would lose their job if at some point they didn't meet these conditions.) e.g. Valid Driver's license, pesticide application certification		

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WORKING CONDITIONS				
PHYSICAL DEMANDS				
	Amount of time			
	Not required	Seldom	Often	Frequent
Stand				
Walk				
Sit				
Talk or hear				
Seeing				
Use hands to finger, handle or feel				
Reach with hands and arms				
Repetitive motion				
Climb or balance				
Stoop, kneel, crouch or crawl				
Driving				
Lift up to 10 lbs				
Lift up to 25 lbs				
Lift up to 50 lbs				
Lift up to 100 lbs				
WORK ENVIRONMENT				
	Not required	Seldom	Often	Frequent
Work near moving mechanical parts				
Work in high, precarious places				
Fumes, smoke, or airborne particles				
Toxic or caustic chemicals				
Hazardous Materials				
Risk of electrical shock				
Risk of radiation				
Operate power tools/machinery				
Operate light or heavy equipment				
Confined Spaces				
Exposure to vibrations				
Explosive or flammable materials				
Personal protective equipment required				
Outdoor Environment				
Extreme heat (non-weather)				
Wet or humid conditions (non-weather)				
Potential exposure to infectious agents or blood borne pathogens				
Work with human blood or cells				
Work with animals				
Work with animal blood or cells				
Office Environment				