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| **NAME OF EMPLOYEE**  |  |
| **PERSONNEL NUMBER** |  |
| **DIVISION** | [ ] AA [ ] AF [ ] EM [ ] MC [ ] PR [ ] SA [ ] UA |
| **DEPARTMENT** |  |
| **CURRENT JOB CLASSIFICATION** | [ ] SUA1 [ ] SUA2 [ ] SUA3 [ ] SUA4 |
| **POSITION NUMBER** |  |
| **WORKING TITLE** |  |
| **SUPERVISOR NAME** |  |
| **WORK SCHEDULE** | START TIME: END TIME: |
| **DAYS WORKED** | [ ] Mon [ ] Tues [ ] Weds [ ] Thurs [ ] Fri [ ] Sat [ ] Sun |
| **POSITION IS:** | [ ] Full Time [ ] Part Time [ ] Permanent [ ] Temporary |
| **KNOWLEDGE & SKILLS:** What knowledge, skills and experience are required to perform the work? What specialized skills or knowledge are required? |
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| **DECISION MAKING**: What is the nature and frequency of decisions authorized to be made by the position? What significant recommendations are given that influence the decisions of others? What degree of judgments & analysis exercise investigating problems and evaluating alternative solutions? |
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| **RESPONSIBILITY/SPAN OF INFLUENCE:** What is the impact/influence of the University goals? What is the diversity of activities (functions within a program, or across different departments) incorporated in the position? What is the scope of the position (size of budget, students served, employees supervised)? What is the level of responsibility and accountability of this position? |
| **INFLUENCING/INTERFACING OTHERS:** What is the level of interaction and influence: (who are the interactions with, information being conveyed, persuasion to form relationships or achieve desired results)? |
| **MINIMUM EXPERIENCE & TRAINING:** |
| **DESCRIPTION OF DUTIES:** A detailed description of the duties and responsibilities assigned to this position. |

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| **ESSENTIAL FUNCTIONS:** |
| * Communicate both orally and in writing to issue, receive and carry out instructions and orders effectively and to convey information to a variety of co-workers and the general public.
* Use of variety of common office machines such as telephones, calculators, copiers, computer terminals, keyboards, auxiliary printers, and similar equipment.
* Perform manual duties such as lifting and carrying various weight limits.
* Duties performed may require stooping, kneeling, bending, stretching and prolonged standing.
* Provide assistance and guidance to internal and external customers.
* Follow oral and written instructions.
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| **ORGANIZATIONAL STRUCTURE**:Complete the appropriate boxes in the chart below, providing names and classifications.DO NOT include student workers, interns or graduate assistants |
| **SUPERVISOR:**  | **EMPLOYEE NAME:** |
|  |  |
| **SUPERVISOR JOB TITLE:** | **EMPLOYEE JOB TITLE:** |
|  |  |
| Names & Classification of employees reporting to **SUPERVISOR** | Names & Classification of employees reporting to **THIS POSITION** |
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| **CERTIFICATION**I certify to the best of my knowledge all statements contained in this job description are correct.By typing my name below, followed by the /s/, this will certify as my electronic acknowledgment of this job description. |
| Employee’s Acknowledgement | Date |
| Click here to enter text./s/ | Click here to enter text. |
| Supervisor’s Acknowledgment | Date |
| Click here to enter text./s/ | Click here to enter text. |
| Human Resources Acknowledgment | Date |
| Click here to enter text./s/ | Click here to enter text. |