Job Description

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. General Job Title: | | | 4. Original Date: | |
| 2. Unit: | 3. Department: | | 5. Revised Date: | |
| 6. Basic Function and Scope of Responsibilities: | | | | |
| 7. Principal Responsibilities:   * Perform other job-related duties as assigned   Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position. | | | | Percentage of Time        %        %        %        %        %        %        %        %        % |
| 8. Education Requirements: Check the minimum level of formal education that is required to perform this job satisfactorily. | | | | |
| 🞎 High School Diploma or GED  🞎 Vocational School or some college courses  🞎 Associate’s Degree, Trade or Technical School | | 🞎 Bachelor’s Degree  🞎 Master’s Degree  🞎 Doctoral Degree | | |
| List specific examples of degree(s), area(s) of study, and/or licensure(s), denoting (R) if required or (P) if preferred | | | | |
| 9. Training, Skills, Knowledge and/or Experience: List specific examples, denoting (R) if required or (P) if preferred years   * Specific training courses in this field (explain): * General experience in this field (explain): * Experience specific to this position (explain): | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Approved by (Supervisor): | Approved by (HR): | Salary grade (HR): | Cost center (HR): |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| 10. Authority:  Decision Making What is the nature of the direct supervision that is provided to the incumbent of this position?      Financial Authority Provide quantitative measurements (i.e. budgets, sales volumes, etc.) for which this position is responsible. Indicate type and amount: | | | |
| 11. Describe the impact of not carrying out or creating errors in the principal responsibilities of this position(Consider impact to department/company operations, internal and/or external customers, costs and timing of product or deliverables): | | | |
| 12. Contacts: List key contacts, purpose and frequency for both internal and external contacts. | | | |
| Function/Description | Purpose | Internal/External | Frequency |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| 13. Supervisory Responsibility:  🞎 No supervisory responsibility  🞎 Provides guidance, leadership, or training to other employees (no direct supervision)  🞎 Directly responsible for supervising non-exempt, clerical, or office administrative personnel  🞎 Directly responsible for supervising exempt, professional, or technical employees  🞎 Directly responsible for supervising supervisory/managerial employees  Organizational Structure: Job Title this position reports:  Job Titles directly reporting to this position:  Job Titles indirectly reporting to this position (e.g. Titles reporting to position's subordinates): | | | |
| 14. Working Conditions:  Please describe the following work conditions that are generally required to execute the principal duties of this position  Physical surroundings (e.g. office equipment):  Adverse working environment (e.g. specify extent of exposure to noise, extreme temperature, dirt, dangerous machinery or other hazardous conditions requiring safety adherence and/or PPE equipment):  Physical Effort: (Specify repetitive lifting, bending, stooping, or other physical effort required):  Domestic/International Travel:  Extensive Hours: | | | |

|  |
| --- |
| The above statements are intended to describe the general nature and level of work being performed by persons assigned to this position. They are not intended to be an exhaustive list of all associated responsibilities, skills, efforts or working conditions. , reserves the right to change, amend, add, delete and otherwise assign any and all duties, responsibilities and position titles as it deems necessary to meet the needs of the business. |