



POSITION DESCRIPTION

Date:	
HRS Position Number:	
Position Type:	<input type="checkbox"/> University Staff <input type="checkbox"/> Academic Staff <input type="checkbox"/> Limited
Title of Record:	From SJD
Job Code:	From SJD
Job Family:	From SJD
Job Sub Family:	From SJD
Business Title (if applicable):	
Department/Unit:	
College/Division:	
Employee Name:	
Employee ID:	
Percent of Appointment:	
Reports to (name and title):	
Supervisory Position:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Position of Trust with access to vulnerable populations: (Defined as: Position requires unsupervised or significant access to minors, under the age of 18 who are NOT enrolled or accepted for enrollment at a UW System Institution, and medical patients)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Campus Security Authority (CSA): (Defined as: Position is identified as a CSA based on functions involving relationships with students and/or significant responsibility for student and campus activities (beyond the classroom). For questions, contact HR or Public Safety)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Valid WI Driver's License Required? (Must be due to an essential function of the position. For questions contact HR.)	<input type="checkbox"/> Yes <input type="checkbox"/> No

Job Summary

Job Summary from SJD

Essential Job Functions/Responsibilities

XX%	Essential Job Function 1 (from SJD)
XX%	Essential Job Function 2 (from SJD)
XX%	Essential Job Function 3 (from SJD)
XX%	Continue as needed from SJD
XX%	
XX%	Additional Essential Job Function 1 (if needed – above and beyond what is indicated in SJD)

Position-Specific Knowledge, Skills and Abilities

Required



- *EXAMPLE: Working knowledge of desktop hardware and standard business software programs (e.g. word processing, spreadsheets, database) and the Internet.*

Preferred

- *Degree identified in SJD (unless hiring authority chooses to make it a minimum)*
- *EXAMPLE: Experience in a higher education environment.*
- *EXAMPLE: Bachelor's Degree in Finance or related field.*

Physical Demands^a

EXAMPLE:

While performing the duties of this position, the employee must have the mobility to work in a standard office setting and to use standard office equipment, hearing and speech to converse in person and over the telephone and vision to read printed materials and a computer screen. Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

OR

(Prepare a statement referencing the list of working conditions and environment in the position description instructions below) i.e. Physical ability to sit at a computer terminal for extended periods of time, Moderate amounts of walking, standing, and stair climbing; occasional lifting of supplies up to 10 lbs.

Working Conditions and Environment^b

EXAMPLE:

There are no unusual working conditions or environmental factors associated with this position.

OR

(Prepare a statement referencing the list of working conditions and environment as outlined in the position description instructions below) i.e. Some travel is required for necessary meetings, workshops, conferences, etc. Occasional evening and and/or weekend work is expected and will be assigned by supervisor as needed.

Organizational Competencies – STANDARD ACROSS THE INSTITUTION

- **Adaptability and Change:** Constructively work through ambiguity and unexpected challenges. Approach change and new situations as positive opportunities for learning or growth.
- **Collaboration and Teamwork:** Foster teamwork, cooperation, and positive work relationships. Reinforce and give credit to team members for their contributions. Promote collaboration between related units while providing services to both internal and external constituents.
- **Communication:** Communicate effectively through various communication mediums (oral, written, etc.). Listen with an intent to understand, and seek and provide feedback.
- **Creativity and Innovation:** Draw from a variety of resources to come up with new ideas and approaches. Use opportunities to expand knowledge/skills and share information with others.
- **Critical Thinking and Problem Solving:** Analyze information and develop solutions to problems within the work environment. Demonstrate the ability to delegate and prioritize work.



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- **Integrity and Trust:** Demonstrate integrity, honesty, and reliability when performing work duties and interacting with others. Exhibit excellent judgment including sensitivity to personal and confidential information.
- **Responsibility:** Demonstrate personal commitment to quality service, responsible stewardship of the institution's resources, and institutional excellence. Adheres to timelines and carries through on expected job duties.
- **Valuing Diversity and Inclusion:** Work effectively and respectfully with individuals across diverse backgrounds, styles, abilities, and motivations. Demonstrate and promote respect and the practice of civility in the workplace. Appreciate and promote inclusivity and equity as crucial components in the pursuit of organizational excellence.

Position description should be reviewed annually and new signatures obtained when changes are made to the position description. Please send signed position descriptions to Human Resources.

Employee Signature

Date

Supervisor Signature

Date

HR USE ONLY:

CUPA Code:		BLS SOC Code:	
FLSA:	<input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt		
Incumbent:			