**POSITION DESCRIPTION**

|  |  |  |
| --- | --- | --- |
| **Date:** |  | |
| **HRS Position Number:** |  | |
| **Position Type:** | University Staff Academic Staff 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:** | Yes No “yes” **only** if supervising ongoing, non-temporary employees | |
| **Position of Trust with access to vulnerable populations:**  (Defined in [CBC Policy](https://www.uwgb.edu/UWGBCMS/media/hr/policies/CriminalBackgroundCheckPolicy.pdf?ext=.pdf) as: Position which 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) | | Yes No |
| **Campus Security Authority (CSA):**  (Defined as:  Position is identified as a [CSA](https://www.uwgb.edu/public-safety/clery/clery-csa-information/) based on functions involving relationships with students and/or significant responsibility for student and campus activities (beyond the classroom. For questions, contact HR. | | Yes      No |
| **Valid Driver’s License Required?**  (Must be due to an essential function of the position. For questions contact HR.) | | Yes No |

**Job Summary**

Job Summary from SJD

Any additional summary information needed

**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% | Essential Job Function 4 (from SJD) |
| XX% | Continue as needed from SJD |
| XX% | Additional Essential Job Function 1 (if needed – above and beyond what is indicated in SJD) |

**Position-Specific Knowledge, Skills and Abilities[[1]](#endnote-2)**

*Required*

* *EXAMPLE: 2 years of related experience in office management*
* *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 (hiring authority may choose to make it a minimum or edit degree information as applicable for the specific position)*
* *EXAMPLE: Experience in a higher education environment.*

**Physical Demands** *[[2]](#endnote-3)*

*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 specific physical requirements for the position – please check with HR to confirm) 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** *[[3]](#endnote-4)*

*EXAMPLE:*

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

*OR*

*(Prepare a statement referencing working conditions and environment for the position) 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.
* **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:** | Exempt Non-Exempt | | |
| **Incumbent:** |  | | |

1. Do not include attributes which are not position-specific in this section (e.g. communication skills, organization, collaboration, innovation etc.), as they are outlined in a standardized manner within the organizational competencies section. [↑](#endnote-ref-2)
2. Outline requirements of significant physical activity or ability. Ensure items contained in this section are essential to the function of the position, and otherwise include a statement related to accommodation (example below). (Examples: lift (#), carry, push/pull, stand/sit , stoop, crouch, bend, climb, balance, reach, repetitive motions, dexterity, hearing, vision, significant time operating equipment or machinery) [↑](#endnote-ref-3)
3. Outline unusual working conditions, if any. (Examples: light, heat, odors, noise, heights, danger, exposure to inclement weather, irregular hours, driving, travel) [↑](#endnote-ref-4)