**Staff Job Description**

**Grade 11 and Below**

**Section 1: Identifying Information**

|  |  |
| --- | --- |
| Position Title:  | Date Prepared:  |
| Department:  | Job Family: |
| Position Reports to:  |

|  |
| --- |
| Grade: FLSA Status: Exempt Non-Exempt  |

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**Section 2: Position Purpose**

Describe the primary functions and purpose of this position. Please note that this section (Position Purpose) and Section 6: Job Qualifications and Competencies will be used for the job posting and advertisements.

**Section 3: Major Responsibilities**

List 3 to 6 major responsibilities, functions and/or activities; provide related supporting actions to describe how the work will be accomplished; and estimate the percentage of time for the responsibility. Please arrange in descending order by percentage time.

1. **Major Responsibility: %**

**Supporting Actions:**

1. **Major Responsibility: %**

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1. **Major Responsibility: %**

**Supporting Actions:**

Section 4: **Decisions Position is Free to Make**

*Describe the authority held by the position by listing 1 to 2 examples of decisions that the position is free to make and explain the decisions that depend on the position’s advice.*

**Section 5: Dimensions**

*List quantitative measures that define the size and scope of the position (for example, the number of students counseled, the number of faculty and/or staff supported, the number of employees supervised, the number of events planned, the size of budget managed).*

**Section 6: Job Qualifications and Competencies**

**Job Qualifications**

*Indicate the minimum required education and years of experience. Include any required licenses or certificates.*

**Education and Experience**

**Job Competencies**

Indicate the essential job competencies. Competencies are required knowledge, skills and abilities necessary to perform the job successfully.

**Section 7: Physical Demands and Working Conditions**

*Please use the following checklist to identify general physical demands and working conditions. Additional specific physical demands and working conditions required to perform the job should be added. Also indicate any information that would be helpful in understanding any unusual or hazardous conditions associated with performing the position, or specific work schedule information.*

|  |  |  |
| --- | --- | --- |
|  **General Physical Demands** | **Lift/Carry/Push/Pull** | **Use of Chemicals** |
| [ ]  Requires ability to read | [ ]  Typically less than 10 pounds | [ ]  Limited exposure to chemicals |
| [ ]  Must remain in stationary position for long periods of time at desk or computer | [ ]  Typically 10 to 20 pounds | [ ]  Careful use of chemicals |
| [ ]  Requires moving around campus | [ ]  Typically 20 to 50 pounds | [ ]  Use of highly toxic chemicals |
| [ ]  Requires occasionally standing, sitting, walking; using hands to finger, handle, or feel objects, tools or controls; reaching with hands and arms; climbing stairs; hearing; talking | [ ]  Typically more than 50 pounds |  |
| [ ]  Requires frequently moving about inside the office to access printer, files, and other materials/equipment |  |  |
| [ ]  Operates a computer and other office equipment |  |  |
| [ ]  Some travel may be required |  |  |

**Additional physical demands and working conditions:**