



**GENERAL INFORMATION**

Employee Name:		Classification Code:	
Classification:		FLSA:	
Working Title:		Time Base: <b>1.0</b>	
Dept ID:	Department:	Position#:	
Employee Status:	<input type="checkbox"/> At Will <input type="checkbox"/> Interim <input checked="" type="checkbox"/> Probationary (C99)		Sensitive: <input type="checkbox"/> Yes <input type="checkbox"/> No
Interim/Temporary Reassignment:	Effective Date:	End Date:	Effective PD Date:

**POSITION SUMMARY**

**ESSENTIAL FUNCTIONS**

**Professional Behavior**

- Demonstrate behaviors that are in line with the User Friendly Principles (P530C) and Principles of Conduct for a Multi-Cultural University (P30D)
- Demonstrate safe work practices for oneself, others and the office environment.

**Other Duties as Assigned**

**EMBODY THE SIX ROLES OF LEADER**

- **Structure Work:** effectively manage and direct workflow, create clear position descriptions, clarify roles and expectations; improve processes for efficiency and effectiveness, empower employees, and delegate work.
- **Manage Talent:** hire, coach, and develop employees; ensure a level of diversity that encourages every employee to contribute to their fullest potential.
- **Inspire Performance:** set clear goals, monitor performance, coach for results, recognize and address performance outcomes
- **Build Teams:** build trust and collaboration among direct reports, peers, campus stakeholders, and supervisors
- **Use & Share Information:** convey effective oral and written communication to large and small groups; steward of financial planning and fiscal management; apply policies, procedures, and campus protocols; adopt technology for improved performance; retain knowledge of applicable Collective Bargaining Agreements; project professional presence and nonverbal behavior
- **Facilitate Change:** encourage others to develop innovative approaches to addressing problems and opportunities; facilitate the implementation and acceptance of change within the workplace.

**EMBODY THE CORE COMPETENCIES**

- Bias toward collaboration and teamwork.
- Effective communication skills.
- Customer/Client Focus with an emphasis in problem solving and resolution.
- Personal effectiveness and credibility as demonstrated by interpersonal and professional confidence.
- Diversity and inclusion.

**QUALIFICATIONS**

**Desired**