GENERAL INFORMATION

Employee Name:  
Classification Code:  
Classification:  
FLSA:  
Working Title:  
Time Base: 1.0  
Dept ID:  
Department:  
Position#:  
Employee Status:  
☐ At Will  
☐ Interim  
☒ Probationary (C99)  
Sensitive:  
☐ Yes  
☐ 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