



**GENERAL INFORMATION**

Employee Name:		Classification Code:
Classification:		FLSA:
Working Title:		Time Base: Choose an item.
Dept ID:	Department:	Position#:
Employee Status:	<input type="checkbox"/> Probationary <input type="checkbox"/> Permanent <input type="checkbox"/> Temporary	Sensitive: <input type="checkbox"/> Yes <input type="checkbox"/> No
Temporary Reassignment:	Effective Date:	End Date:
		Effective PD Date:

**POSITION SUMMARY**

**ESSENTIAL JOB FUNCTIONS**

- - **5% - Other duties as assigned**
- At All Times**
- 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.

**MINIMUM QUALIFICATIONS**

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**PREFERRED QUALIFICATIONS**

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- Core Competencies – embody the following competencies:
- Bias toward collaboration and teamwork.
- Effective oral, written and nonverbal 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.

**REQUIRED LICENSE/CERTIFICATION**

**ENVIRONMENT AND/OR PHYSICAL REQUIRMENTS AND/OR SPECIAL WORKING CONDITIONS**

**SIGNATURES**

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Name and Title: \_\_\_\_\_ Ext: \_\_\_\_\_

Dean/Director: \_\_\_\_\_ Date: \_\_\_\_\_

Name and Title: \_\_\_\_\_ Ext: \_\_\_\_\_

*I acknowledge receipt of this position description:*

Employee: \_\_\_\_\_ Date: \_\_\_\_\_