



GENERAL INFORMATION

Employee Name:		Classification Code:
Classification:		FLSA:
Working Title:		Time Base:
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

- % - 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

- 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: _____