**Job Description** (Instructions are in italics)

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| --- | --- |
| Position Title:  | FLSA/Salary Grade: |
| Department: | Update Request Date: |
| Supervisor Title:  | Updated by: |
| Full-time or Part time: | Last Approved Date:  |
| Position Number(s): |

**Position Summary**

*In one or two sentences, briefly describe the general purpose of the position. Consider this question: Overall, what is this position meant to accomplish?*

**Essential Functions and Additional Duties**

|  |  |  |
| --- | --- | --- |
|  | **Essential Functions and Percentage of Time***List the responsibilities with the expected percentage of time (the percentage of time should add up to 100 percent between essential and additional duties). These duties are essential to the position. This should be an approximation of the position.* | % of Duties |
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|  |  |  |
|  | **Additional Duties***List any additional duties and responsibilities with the expected percentage of time (the percentage of time should add up to 100 percent between essential and additional duties). These duties are not critical to the position but are expected duties as part of the position.* |  |
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|  |  |  |
|  | Other duties as assigned- *at least 5%, no more than 10%, of job duties should be “other duties as assigned” and not specifically outlined to provide flexibility for infrequent, as needed, duties related to the position.* |  |
|  | Total | 0.00% |

**Minimum Qualifications** (Knowledge Skills & Experience):

*Please indicate any formal education essential to accomplish the position’s duties and responsibilities. Please list any officially recognized certificates or licenses necessary for this position. Please list any required special knowledge, abilities or skills. 1. 2. 3. 4. 5. etc.*

**Preferred Qualifications** (If any)

**Span of Authority / Control**

*Check the one statement that best describes the guidelines or procedures used and/or available in this position.*

* Follows standard guidelines and procedures. Refers most problems to supervisor.
* Functions independently in order to accomplish assigned projects. Refers unusual problems to supervisor.
* Recommends or make major policies for the department.

**Working Conditions and Schedule**

*This section examines each job in terms of physical demands and environmental factors.*

*I.e., This position works in an office setting, usually in a climate-controlled area during regular office schedule hours 8:00 am to 5:00 pm Monday through Friday.  Additional work hours as needed to complete assignments as necessary.*

**Supervision or Direction Exercised**

*List the individuals that this position oversees.*

**Compliance Oversight**

*List any Federal, State, Local Regulations and/or University Policies for which this position is responsible for*

Federal Regulations:

State Regulations:

Institutional Regulations:

*All Employees are subject to and expected to comply with all applicable University policies and procedures: https://www.suu.edu/policies/*

*Disclaimer*

*This job description has been designed to indicate the general nature and level of work performed by employees within this classification.  It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the job.*