



JOB DESCRIPTION

Please refer to the Guidelines for Preparing the Job Description prior to completing this document.

Title:

Job Type:

Date Prepared:

End Date (if fixed term selected):

Department:

Exempt (Salaried)

Division:

Non-Exempt (Hourly)

Reports to Title:

Weeks/Year: **Hours/Week:**

Job Group & Level:

Regular Daily Schedule: to

Remote Work Eligibility:

Summer Schedule (if academic year selected):

Workday Position Number:

Hours/Week:

JOB SUMMARY: Describe the purpose of the job and summarize the essential duties and responsibilities, including diversity and inclusion initiatives and/or activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES: List the essential duties and responsibilities that are fundamental and necessary to the position, including responsibilities towards diversity and inclusion. Estimate the percentage of annual time spent on each responsibility.

Approximate % of
Time, Annualized

Takes appropriate actions to support a diverse workforce and participates in the College's efforts to create a respectful, inclusive, and welcoming work environment.	
Performs other duties and responsibilities as assigned.	
	%

REQUIRED QUALIFICATIONS:

Minimum Level of Education:
Specify:

Minimum Related Experience:

In Lieu of Minimum Education and Related Experience:
Specify:

Diversity & Inclusion:

- Commitment to working with a diverse and inclusive community
- Experience championing diversity and/or inclusion initiatives
- Cultural competency (The ability to understand and respect values, attitudes, and beliefs that differ across cultures and backgrounds.)

ADDITIONAL REQUIREMENTS: Specify required minimum relevant experience, knowledge, skills, etc. necessary to successfully perform the job.

Essential Position:

Driving:

Specify:

Percentage of job driving:

Travel:

Percentage of job traveling:

Background Checks:

- Pre-employment Physical/Lift Test (Lift, carry, push and/or pull 25 lbs. or more)
- CORI (Unsupervised access to student dorms)
Other:

PREFERRED QUALIFICATIONS: Specify preferred specialized education, field, certifications, etc.

CORE COMPETENCIES: All staff are encouraged to intentionally work on developing the Core Competencies of Accountability, Collaboration, Communication, Continuous Learning, Position Specific and Technical Knowledge, Inclusiveness, and Supervisory Skills.

More information on Core Competencies can be found [here](#).

ENVIRONMENTAL/PHYSICAL DEMANDS: The Americans with Disabilities Act requires employers to make reasonable accommodations for a person with a disability. The information below is needed to assist the College meeting these regulations.

Lift, Carry, Push and/or Pull (Typically)

- Less than 25 lbs
- 25 to 50 lbs
- More than 50 lbs with assistance

Repetitive Motions

- Fingers, hands and wrists
- Arms and/or shoulder
- Knees and/or feet

Vision

- Normal concentration
- Close concentration/manual dexterity
- Close concentration
- Acute concentration/eye-hand coordination

Movement

- Kneeling, bending, crouching, crawling, reaching, stooping, etc.
- Constant/frequent standing
- Ascending/descending stairs/ladders/scaffolding
- Constant/frequent walking

Hazardous Materials

- Chemical
- Biological
- Electrical
- Mechanical
- Other

Other Exposures

- Dust
- Smoke/fumes
- Odors
- Humidity
- Wet/slippery conditions
- Noise
- Confined spaces
- Elevated surfaces with fall protection equipment
- Ladders over 20 feet

Other

(For example ability to distinguish colors/shades, ability to taste all ingredients used, respirator use and other protective devices and equipment, etc.)