**Working Title**

# Position Summary

Position Number

Employment Group

Job Code - Title

Department Number - Name

Position Reports to Title

Position Reports To Position Number

Hiring Manager

City

Boulder

State

CO

Country

USA

# Job Summary

A brief description of the primary purpose of the position.

* Limit to 1325 characters or less.
* Summarizes the main points of the job description which may include key responsibilities, functions, and duties.

# Job Duties with Percentages

The Job Duties section describes the essential functions, job duties, and responsibilities of a position.

This section of the Job Description is comprised of two main elements:

* Duty Statements: Sentences that provide additional information about the tasks and duties. This will include supervisory responsibilities, if any.
* Percentage of Time: An estimate of the time that is spent on a particular function. The total should add up to equal 100%.

Writing tips:

1. Think of the job in terms of its main responsibilities and functions. Typically, a job will have 5 – 8 duty statements. Not every possible assignment needs to be defined, instead, group like duties together under a general heading. Here are some examples:
	* Budget Management
	* Facilities Maintenance
	* Event Coordination
	* Administrative Support
2. After establishing the general heading, generate specific job duties associated with each. These are the individual tasks or duties with a focus on the highest level duties performed by the position. For example, specific administrative support duties might include:
* Order office supplies
* Coordinate logistical support for meetings, seminars, and departmental events
* Make travel arrangements
1. Condense the specific job duties into two to three concise “Duty Statements,” beginning each statement with an action verb (see the end of the document for a list).

# Minimum Requirements

Minimum requirements are the least amount of education and/or experience necessary to successfully perform the job and they should be tied to the job duties. Candidates must meet the minimum requirements or equivalent combination of education and experience to be considered for a position. The minimum qualifications allow you to create a reasonably large and diverse pool of applicants that may be further screened via the preferred qualifications and other methods.

Components and Examples:

|  |  |
| --- | --- |
| Minimum Requirements  | * Bachelor’s degree in Human Resources, administrative management, business management, or related field.
* At least three years of relevant administrative, and/or event planning experience
* Equivalent combination of education and experience may substitute
 |

# Competencies/Knowledge, Skills, and Abilities

* Ability to work independently and with responsibility for initiating and completing tasks.
* Proficient computer knowledge and skills with Adobe Acrobat and MS Office applications, particularly with Outlook, Word, Excel, and Power Point.
* Ability to communicate effectively both orally and in writing, with a variety of professionals, administrators, and students.
* Potential to assume a leadership role.
* Demonstrated ability to work independently and assume responsibility for initiating and completing critical functions in the management of educational programs.
* Demonstrated leadership ability.
* Proficient computer knowledge and skills with Adobe Acrobat and MS Office applications, particularly with Outlook, Word, Excel, and Power Point.
* Ability to communicate effectively both orally and in writing, with a variety of professionals, administrators, and students.
* Demonstrated ability to work effectively in a team and within other collaborative work situations.

# Preferred Qualifications

These qualifications include additional job-related education, experience, skills, competencies, and credentials desired by the hiring department.

Example:

* Additional education beyond the minimum required, for example a Master’s Degree.
* Experience working with specific student groups
* Experience with software and systems

# Additional Details

## Supervision:

Does this Position have Supervisory Responsibilities

Yes/No

Number of FTE Staff that will be Supervised

#

Position Number(s) of FTE Staff

## Funding:

Provide an estimated overall department budget

*\*this information provides HR further scope of the department*

Position Funding

|  |  |  |  |
| --- | --- | --- | --- |
| Speedtype | Distribution | Fund | Funding End Date |
| 00000000 | 100 |  |  N/A |

## Additional Attributes:

Percent of Time

%

Appointment Type

Regular

Appointment Type

Regular

Is this Position an Officer?

No

Is this Position a Campus Security Authority?

No

Is this Position Designated Essential Services?

No

Does this Position Operate a University Vehicle (HM)?

No

Is a Pre-Placement Physical Required?

No

Does this position have Export Control Requirements?

No

# Salary, Incumbent Data, Approvers and Recruitment

## Salary:

Requested Salary Range

Enter the anticipated salary or budgeted salary for the position in the textbox. The PMC team will conduct a market analysis to determine the salary range and provide recommendations after the position review.

## Incumbent Data:

Is This Position Occupied?

Yes/No

Is this Position a Classified Conversion, an Internal Transfer, or Promotion?

Yes/No

## Approval Workflow:

Position Approvers

|  |
| --- |
| Perez, Tamara (Personnel Coordinator) |
| Unit Chair/Director |
| Stewart, Bernadette (Asst Dean of Administration) |

**PHYSICAL DEMANDS**

[ ]  **SEDENTARY** - Exert up to 10 lbs. of force occa­sionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. involves sitting most of the time, but may involve walking or standing for brief periods of time.

[ ]  **LIGHT** - Exert up to 20 lbs. of force occasionally, and/or up to 10 lbs. of force frequently, and/or a negligi­ble amount of force constantly to move objects. Physical demands are in excess of those of Sedentary work. Light work usually requires walking or standing to a significant degree.

[ ]  **MEDIUM** - Exert up to 50 lbs. of force occasional­ly, and/or up to 20 lbs. of force frequently, and/or up to 10 lbs. of force constantly to move objects.

[ ]  **HEAVY** - Exert up to 100 lbs. of force occasionally, and/or up to 50 lbs. of force frequently, and/or up to 20 lbs. of force constantly to move objects.

[ ]  **VERY HEAVY** - Exert in excess of 100 lbs. of force occasionally, and/or in excess of 50 lbs. of force frequently, and/or in excess of 20 lbs. of force constantly to move objects.

[ ]  **CLIMBING** - Ascending or descending using feet and legs and/or hands and arms. Body agility is emphasized.

[ ]  **BALANCING** - Maintaining body equilibrium to prevent falling on narrow, slippery, or erratically moving surfaces; or maintaining body equilibrium when perform­ing feats of agility.

[ ]  **STOOPING** - Bending body downward and forward. This factor is important if it occurs to a considerable degree and requires full use of the lower extremities and back muscles.

[ ]  **KNEELING** - Bending legs at knees to come to rest on knee or knees.

[ ]  **CROUCHING** - Bending body downward and for­ward by bending legs and spine.

[ ]  **CRAWLING** - Moving about on hands and knees or hands and feet.

[ ]  **REACHING** - Extending hand(s) and arm(s) in any direction.

[ ]  **HANDLING** - Seizing, holding, grasp­ing, turning, or otherwise working with hand or hands. Fingers are involved only to the extent that they are an extension of the hand.

[ ]  **FINGERING** - Picking, pinching, or otherwise working primarily with fingers rather than with the whole hand or arm as in handling.

[ ]  **FEELING** - Perceiving attributes of objects, such as size, shape, temperature, or texture, by touching with skin, particularly that of fingertips.

[ ]  **TALKING** - Expressing or exchanging ideas by means of the spoken word. Talking is important for those activities in which workers must impart oral information to clients or to the public, and in those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.

[ ]  **HEARING** - perceiving the nature of sounds. Used for those activities which require ability to receive detailed information through oral communication, and to make fine discriminations in sounds, such as when making fine adjustments on running engines.

[ ]  **TASTING/SMELLING** - Distinguishing, with a degree of accuracy, differences or similarities in intensity or quality of flavors and/or odors, or recognizing partic­ular flavors and/or odors, using tongue and/or nose.

[ ]  **NEAR ACUITY** - Clarity of vision at 20 inches or less. Use this factor when special and minute accuracy is demanded.

[ ]  **FAR ACUITY** - Clarity of vision at 20 feet or more. Use this factor when visual efficiency in terms of far acuity is required in day and night/dark conditions.

[ ] **DEPTH PERCEPTION**-Three-dimensional vision. Ability to judge distances and spatial relationships so as to see objects where and as they actually are.

[ ]  **ACCOMMODATION** - Adjustment of lens of eye to bring an object into sharp focus. Use this factor when requiring near point work at varying distances.

[ ]  **COLOR VISION** - Ability to identify and distinguish colors.

[ ]  **FIELD OF VISION** - Observing an area that can be seen up and down or to right or left while eyes are fixed on a given point. Use this factor when job performance re­quires seeing a large area while keeping the eyes fixed.

[ ]  **CONTROL OF OTHERS** - seizing, holding, controlling, and/or otherwise subduing violent, assaultive, or physically threatening persons to defend oneself or prevent injury. Body strength and agility of all four limbs is necessary.

**II. MENTAL FUNCTIONS**

[ ]  **COMPARING** - Judging the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

[ ]  **COPYING** - Transcribing, entering, or posting data.

[ ]  **COMPUTING** - Performing arithmetic operations and reporting on and/or carrying out a prescribed action in relation to them.

[ ]  **COMPILING** - Gathering, collating, or classifying information about data, people, or things. Reporting and/or carrying out a prescribed action in relation to the evaluation is frequently involved.

[ ]  **ANALYZING** - Examining and evaluating data. Presenting alternative actions in relation to the evaluation is frequently involved.

[ ]  **COORDINATING** - Determining time, place, and sequence of operations or action to be taken on the basis of analysis of data. May include prioritizing multiple responsibilities and/or accomplishing them simultaneous­ly.

[ ]  **SYNTHESIZING** - To combine or integrate data to discover facts and/or develop knowledge or creative concepts and/or interpretations.

[ ]  **NEGOTIATING** - Exchanging ideas, information, and opinions with others to formulate policies and programs and/or jointly arrive at decisions, conclusions, solutions, or solve disputes.

[ ]  **COMMUNICATING** - Talking with and/or listening to and/or signaling people to convey or exchange infor­mation; includes giving/receiving assignments and/or directions.

[ ]  **INSTRUCTING** - Teaching subject matter to others, or training others through explanation, demonstration, and supervised practice; or making recommendations on the basis of technical disciplines.

[ ] **INTERPERSONAL SKILLS/BEHAVIORS** - Dealing with individuals with a range of moods and behaviors in a tactful, congenial, personal manner so as not to alienate or antagonize them.

**III. ENVIRONMENTAL CONDITIONS & PHYSICAL SURROUNDINGS -** exposure results in marked bodily discomfort.

[ ]  **EXPOSURE TO WEATHER** - Exposure to hot, cold, wet, humid, or windy conditions caused by the weather.

[ ]  **EXTREME COLD** - Exposure to non-weather-related cold temperatures.

[ ]  **EXTREME HEAT** - Exposure to non-weather-related hot temperatures.

[ ]  **WET AND/OR HUMID** - Contact with water or other liquids; or exposure to non-weather-related humid conditions.

[ ]  **NOISE** - Exposure to constant or intermittent sounds or a pitch or level sufficient to cause marked distraction or possible hearing loss.

[ ]  **VIBRATION** - Exposure to a shaking object or surface. This factor is rated important when vibration causes a strain on the body or extremities.

[ ]  **ATMOSPHERIC CONDITIONS** - Exposure to conditions such as fumes, noxious odors, dusts, mists, gases, and poor ventilation, that affect the respiratory system, eyes or, the skin.

[ ]  **CONFINED/RESTRICTED WORKING ENVI­RONMENT** - Work is performed in a closed or locked facility providing safety and security for clients, inmates, or fellow workers.

**IV. HAZARDS**

[ ]  Proximity to moving, mechanical parts.

[ ]  Exposure to electrical shock.

[ ]  Working in high, exposed places.

[ ]  Exposure to radiant energy.

[ ]  Working with explosives.

[ ]  Exposure to toxic or caustic chemicals.