

SKIDMORE

OFFICE OF HUMAN RESOURCES

Staff Position Description

Section 1: Identifying Information

Position Title:

Department:

Status: Full Time: xx months Part Time: xx months

Supervisor:

Date:

Band: FLSA Status: (Exempt or Nonexempt)

Section 2: Position Summary

Describe the primary functions and purpose of this position (e.g. why the position exists). This should be a high level overview in no more than 3-4 sentences.

Section 3: Primary Job Duties

*List the 8 to 10 primary job duties, major responsibilities and/or activities; provide related supporting actions to describe how the work will be accomplished. Each should be no more than 2-3 sentences. **Other related duties may be assigned to all positions and should be included as a primary duty.***

1.

2.

3.

4.

5.

6.

7.

8.

Section 4: Judgment, Discretion and Complexity

Describe how the job gets done. Describe the aspects that are most complex, or require the position to analyze, interpret, develop or research work. Consider whether the work involves the use of routine, well established methods, or activities that require many different procedures for changing situations. Also describe the authority held by the position by listing 1 to 2 examples of decisions that the position is free to make and explain the decisions that depend on the position's advice.

Section 5: Relationships and Resource Management

Describe who the position interacts with and how. Describe ways human, fiscal and other College resources are handled. Does the position, coordinate, supervise or manage people, budgets or other resources.

Section 6: Qualifications and Competencies

Indicate the minimum educational requirements or acceptable equivalent experience. Indicate the minimum amount of experience necessary (including number of years) to satisfactorily perform the job.

Education:

Experience:

Indicate the essential job competencies. Competencies are required knowledge, skills and abilities necessary to perform the job successfully, including technology skills. These competencies/skills will be used in the job posting. Include any of the following aspects of communication/interpersonal skills: persuading, influencing, winning agreement or commitment, gaining information, giving information, saying no, disagreeing, presenting ideas, listening, questioning, stating problems or difficulties, or asking for clarification.

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Section 7: Physical Work Environment

Explain what the environment is like. Consider if indoors/outdoors; office based; utilization of tools; physical demands, etc.

Supervisor Signature

Date

Employee Signature

Date