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| **NAME OF EMPLOYEE** | |  |
| **PERSONNEL NUMBER** | |  |
| **DIVISION** | | AA AF EM MC PR SA UA |
| **DEPARTMENT** | |  |
| **CURRENT JOB CLASSIFICATION** | | M160M170M180M190M200M210M220M230M240 |
| **POSITION NUMBER** | |  |
| **WORKING TITLE** | |  |
| **SUPERVISOR NAME** | |  |
| **WORK SCHEDULE** | | START TIME: END TIME: |
| **DAYS WORKED** | | Mon Tues Weds Thurs Fri Sat Sun |
| **POSITION IS:** | | Full Time Part Time Permanent Temporary |
| **POSITION PURPOSE**: Describe the primary purpose of this position and how it contributes to the objectives of IUP | | |
|  | | |
| **DESCRIPTION OF DUTIES**: Describe the duties of the position. The DUTIES should be 1‐2 sentence statements summarizing the function and describing the role or purpose in the organization. List duties by descending order of importance. The % of time should total 100%. | | |
| **% of Time** | **Duties** | |
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| **IMPACT** | | |
| **Describe how the work helps the University. In what ways can the work performance improve operations?**  (for example: increase effectiveness of university services, reduce or control costs, or prevent losses) | | |
|  | | |
| **What kind of errors or mistakes can occur in this position?** | | |
|  | | |
| **What are the probable results of such errors or mistakes?** | | |
|  | | |
| **How are such errors or mistakes prevented or corrected?** | | |
|  | | |
| **COMPLEXITY: What is the most complicated and difficult part of the work? Please explain.** | | |
|  | | |
| **DECISION MAKING: Describe the types of decisions made by the incumbent without prior approval.** | | |
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| **EDUCATIONAL REQUIRMENTS:** | | |
|  | | |
| **SPECIALIZED TRAINING, PROGRAM, LICENSES OR CERTIFICATES:** | | |
|  | | |
| **PREVIOUS WORK EXPERIENCE** | | |
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| **ESSENTIAL FUNCTIONS:** | |
| * Regular, reliable and non-disruptive attendance is an essential job function, as is the ability to create and maintain collegial, professional, harmonious working relationships with others. * This position requires work outside normal business hours including evenings and weekends as needed to partner effective, provide prompt customer service and/or as requested by senior HR management. * Ability to travel to field locations and meeting/training sites by motor vehicle when required. * Communicate both orally and in writing to issue, receive and carry out instructions and orders effectively and to convey information to a variety of co-workers and the general public. * Use of variety of common office machines such as telephones, calculators, copiers, computer terminals, keyboards, auxiliary printers, and similar equipment. * Perform manual duties such as lifting and carrying various weight limits. * Duties performed may require stooping, kneeling, bending, stretching and prolonged standing. * Provide assistance and guidance to internal and external customers. * Follow oral and written instructions. | |
| **ORGANIZATIONAL STRUCTURE**:  Complete the appropriate boxes in the chart below, providing names and classifications.  DO NOT include student workers, interns or graduate assistants | |
| **SUPERVISOR:** | **EMPLOYEE NAME:** |
|  |  |
| **SUPERVISOR JOB TITLE:** | **EMPLOYEE JOB TITLE:** |
|  |  |
| Names & Classification of employees reporting to **SUPERVISOR** | Names & Classification of employees reporting to **THIS POSITION** |
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| **CERTIFICATION**  I certify to the best of my knowledge all statements contained in this job description are correct.  By typing my name below, followed by the /s/, this will certify as my electronic acknowledgment of this job description. | |
| Employee’s Acknowledgement | Date |
| Click here to enter text./s/ | Click here to enter text. |
| Supervisor’s Acknowledgment | Date |
| Click here to enter text./s/ | Click here to enter text. |
| Human Resources Acknowledgment | Date |
| Click here to enter text./s/ | Click here to enter text. |