**Completed by Department**

|  |  |  |  |
| --- | --- | --- | --- |
| **Department** |  | **Reports To (Title)** |  |
| **Proposed Business Title** |  | **Reports To (Position #)** |  |
| **Position #** |  |  |  |
| **Positions Type** | Choose an item. | **Scheduled # Hours Per Week** |  |
| **Completed By** |  | **Scheduled # Weeks Per Year** |  |
| **Date Completed** | Select the date | **FTE (Hrs X Weeks / 1820)** |  |

**Completed by Human Resources**

|  |  |  |  |
| --- | --- | --- | --- |
| **Approved Business Title** |  | **Job Family Group** | Choose an item. |
| **FLSA Status** | Choose an item. | **Job Family** | Choose an item. |
| **Name of HR Approver** |  | **Job Profile** |  |
| **Date Approved** | Select the date | **Career Level** | Choose an item. |

**Job Summary:** *Provide a brief overview of the role including what success in the position looks like and how it contributes to the Smith community.*

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| Take appropriate actions to support a diverse workforce and participate in the College's efforts to create a respectful, inclusive, and welcoming work environment. |

**Essential Functions:** *In order of importance, capture the major job tasks/duties that any person in this role must be able to do. These should be actual duties that can be measured, not qualifications. Total MUST equal 100%*

|  |  |
| --- | --- |
| Major Task or Job Duty | % of Time |
|  |  |
|  |  |
|  |  |
|  |  |
| **Management/Leadership (REQUIRED FOR PEOPLE MANAGERS; OTHERWISE DELETE)**   * Manages a team of direct reports in regular staff roles * Accountable for hiring, development / coaching, and performance-related decisions with support from Human Resources * Makes informed decisions impacting team and college including setting priorities, allocating resources, and problem-solving * Effectively communicates expectations, provides feedback, and ensures alignment with department goals * Addresses conflicts and challenges within the team to promote a positive work environment * Formulates and implements policies and procedures |  |
|  | **Total: 100%** |
| Perform other duties as assigned by management. | |

**MINIMUM REQUIRED Qualifications (education, experience, certifications, licenses, knowledge, skills)**

|  |  |  |  |
| --- | --- | --- | --- |
| Required Education | Choose an item. | Field: | |
| Required Experience | Choose an item. | | Area: |
| Required Certification(s) |  | | |
| Required License(s) |  | | |
| Knowledge of: |  | | |
| Skills |  | | |

**Preferred Qualifications**

|  |  |  |
| --- | --- | --- |
| Preferred Education | Choose an item. | Field: |
| Preferred Experience | Choose an item. | Area: |
| Preferred Certification(s) |  | |
| Preferred License(s) |  | |
| Knowledge of: |  | |
| Skills |  | |

**Physical and Mental Demands:** *Select one checkbox per item to indicate frequency.*

* R = Rarely used; 0-25% frequency
* O = Occasionally used; 26-50% frequency
* F = Frequently used; 51-100% frequency

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Physical Demands**   |  |  | | --- | --- | | Lifting | R O F | | Carrying | R O F | | Pushing | R O F | | Pulling | R O F | | Climbing | R O F | | Balancing | R O F | | Kneeling | R O F | | Crouching | R O F | | Crawling | R O F | | Reaching | R O F | | Grasping | R O F | | Bending | R O F | | Squatting | R O F | | Talking | R O F | | Hearing | R O F | | Repetitive motions | R O F | | Eye/Hand/Foot coordination | R O F | | Other: \_\_\_\_\_\_\_\_\_\_\_ | R O F | | Other: \_\_\_\_\_\_\_\_\_\_\_ | R O F | | **Mental Demands**   |  |  | | --- | --- | | Read/Comprehend | R O F | | Write | R O F | | Communicate orally | R O F | | Maintain confidentiality | R O F | | Manage concurrent tasks | R O F | | Work for periods of concentration | R O F | | Frequent interruptions | R O F | | Frequent contact with people | R O F | | Complete detailed work | R O F | | Other: \_\_\_\_\_\_\_\_\_\_ | R O F | | Other: \_\_\_\_\_\_\_\_\_\_\_ | R O F | |
| |  |  | | --- | --- | | ***Physical Demands*** | ***% Of Time*** | | *Standing* | ***\_\_\_\_*** | | *Walking* | ***\_\_\_\_*** | | *Sitting* | ***\_\_\_\_*** | | *Must equal:* | ***100%*** |   *Lifting Choose an item. lbs.* | **Working Conditions**   |  |  | | --- | --- | | Extreme Cold | R O F | | Extreme Heat | R O F | | Temperature Changes | R O F | | Humidity | R O F | | Wet/Slick conditions | R O F | | Loud noise | R O F | | Around moving machinery | R O F | | Around animals | R O F | | Exposure to dust/fumes/gases | R O F | | Exposure to chemicals/solvents | R O F | | Work in confined quarters | R O F | | Driver Motorized equipment/vehicles | R O F | | Exposure to vibrations | R O F | | Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | R O F | | Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | R O F | |

**Additional Information**

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| --- |
| All employees are expected to participate in the College's efforts to create a respectful, inclusive, and welcoming work environment. |