**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 |

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|

|  |  |
| --- | --- |
| ***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 |

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**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. |