**JOB DESCRIPTION**

**POSITION TITLE:** List full title (no abbreviations or acronyms)

**DEPARTMENT:** List full name of department (no abbreviations or acronyms)

**REPORTS TO:** Supervisor full title (no abbreviations or acronyms; do not list supervisor name)

**CLASSIFICATION:** Exempt or Non-Exempt

**POSITION PURPOSE:**

The position purpose is a concise, 1 or 2 sentence statement providing a reason(s) why this job exists. It allows the employee to see how his/her job connects to the rest of the department and college. It provides a synopsis of the major purpose of the position and its role in the department. Do NOT restate the title in the summary. Begin with “To” (e.g., To support students and faculty in…).

(The reason why this job exists is…) To…

**ESSENTIAL JOB FUNCTIONS:**

List 4-8 essential job functions (high level categories of responsibilities) and list the percentage of time for each, with the highest percentage function listed first. The percentage of time should add up to 100%. Below each function list 2-8 primary duties that must be performed for each category. Begin the duties with a present tense action verb (e.g., coordinate, prepare, analyze).

1. Main Function 1 - % of time

* Duty 1
* Duty 2
* Duty 3
* Duty 4

1. Main Function 2 - % of time

* Duty 1
* Duty 2
* Duty 3

1. Main Function 3 - % of time

* Duty 1
* Duty 2

1. Main Function 4 - % of time

* Duty 1
* Duty 2

1. Supervisory Responsibilities - % of time (if applicable)

* Hire, train, and supervise employees
* Approve timecards
* Conduct performance evaluations

1. General Office Responsibilities - ≤5% of time

* Attend meetings
* Example: Collect mail and order office supplies

**REQUIRED QUALIFICATIONS:**

Include BOTH **required** Education and Experience (also list licenses, certifications, etc. which must be held and maintained).

**Education:** Minimum level of education required

* Potentially add “or equivalent work experience” to broaden the candidate pool
* A specific major should be listed below, under preferred qualifications, not required qualifications.
* If applicable, include: “Maintain a valid driver’s license and meet St. Olaf College driver authorization criteria with a satisfactory driving record.” OR “Hold and maintain mechanical license(s)."
* Example: Associates degree or equivalent work experience

**Experience:** Minimum level of experience required

* Example: 1+ years of experience in a particular role, field, or industry

**PREFERRED QUALIFICATIONS:**

Include BOTH **preferred** Education and Experience.

**Education**: Preferred level of education or field of study

* Example: Bachelor’s degree in Accounting

**Experience**: Preferred level of experience or specific experience

* Example: 3+ years of experience in a particular role, field, or industry

**KNOWLEDGE, SKILLS, ABILITIES:**

Basic competencies needed to successfully perform the functions and duties of the job.

Knowledge - information or procedures a person needs to know to adequately perform the job

Skills - proficiencies needed to perform a task which are usually acquired through training or practice, and are measurable and observable

Abilities - demonstrated performance to use knowledge and skills when needed; individual talents which help perform a job and tend to be innate or acquired without formal instruction

Use bullet points and make one general list. Examples include:

* Knowledge of generally accepted accounting principles and procedures
* Knowledge of cleaning techniques and procedures
* Skill in using computer applications including spreadsheet and word processing software
* Skill in editing documents for correct grammar
* Ability to deal with pressure situations
* Ability to work independently or with minimal supervision

**WORK SCHEDULE:**

FTE: FTE amount (e.g., 1.0 or .92)

Term: “Year-round” or indicate the months worked if less than 12 months annually   
(e.g., “Mid-August through mid-June”; “September-May”)

Shift: Indicate days/hours of work schedule year-round (e.g., Monday - Friday, 8:00 a.m. – 5:00 p.m.)

* If extra hours are required for this position, include: (e.g., “with occasional evening and weekend hours”; “some evening and weekend hours required for special events”; or “This position is on-call for emergencies outside of regular working hours.”)
* If travel is required for this position, include: “Travel up to #% of the work schedule, which includes local (Twin Cities metro area) and national travel. Overnight trips average X-X trips per year.”
* If the summer schedule is reduced in the number of hours worked (less than 38.5 hours), include the summer schedule. Otherwise, do not include summer hours.

**PREREQUISITES:**

Employment in this position is conditioned upon successful completion of a background check which may include: criminal background checks, reference checks, verification of work history, verification of any required academic credentials, licenses, and/or certifications, a motor vehicle check, verification of DOT certification, a credit check, employment eligibility verification, and/or a pre-employment physical. Whether a background check is deemed successfully completed will be at the sole discretion of St. Olaf College. Please note, St. Olaf College reserves the right to conduct periodic background checks at its sole discretion.

**DISCLAIMER:**

This job description is for general information purposes. It is not intended to list all duties and responsibilities of the position. This job description is subject to change at any time by St. Olaf College, with or without prior notice.

**APPROVAL:** Name and title of the person responsible for approving the job description.

**DATE:** The month and year the job description was written or revised (e.g., January 2017)

**Physical and Environmental Factors**  
(Indicate frequency required in a typical 8 hour day for this position.)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Physical Activity** | **Not Applicable** | **Rarely (<½ hr)** | **Occasionally (½ - 2½ hrs)** | **Frequently ( 2½ - 5½ hrs)** | **Continually (5½ - 8 hrs)** |
| Sitting |  |  |  |  |  |
| Standing stationary |  |  |  |  |  |
| Walking/traversing |  |  |  |  |  |
| Crouching (bending at knees) |  |  |  |  |  |
| Kneeling/crawling |  |  |  |  |  |
| Stooping (bending at waist) |  |  |  |  |  |
| Twisting/pivoting |  |  |  |  |  |
| Climbing/balancing |  |  |  |  |  |
| Reaching overhead |  |  |  |  |  |
| Grasping/handling |  |  |  |  |  |
| Pushing/pulling |  |  |  |  |  |
| Lifting/carrying (< 20 lbs.) |  |  |  |  |  |
| Lifting/carrying (20-70 lbs.) |  |  |  |  |  |
| Repetitive motions (constant for 15+ mins; typing, etc.) |  |  |  |  |  |
| Driving |  |  |  |  |  |
| Other |  |  |  |  |  |
| **Sensory Activity** | **Not Applicable** | **Rarely (<½ hr)** | **Occasionally (½ - 2½ hrs)** | **Frequently ( 2½ - 5½ hrs)** | **Continually (5½ - 8 hrs)** |
| Talking in person/on phone |  |  |  |  |  |
| Hearing in person/on phone |  |  |  |  |  |
| Vision for close work |  |  |  |  |  |
| Vision for distance or depth |  |  |  |  |  |
| Distinguishing color |  |  |  |  |  |
| Feeling by touch |  |  |  |  |  |
| Loud noise (need raised voice to be heard) |  |  |  |  |  |
| Other |  |  |  |  |  |
| **Environmental Exposures** | **Not Applicable** | **Rarely (<½ hr)** | **Occasionally (½ - 2½ hrs)** | **Frequently ( 2½ - 5½ hrs)** | **Continually (5½ - 8 hrs)** |
| Respiratory (dust/gas/fumes/steam/odors/  poor ventilation) |  |  |  |  |  |
| Chemicals (includes solvents and oils) |  |  |  |  |  |
| Vibrations (exposure to oscillating movements of extremities or whole body) |  |  |  |  |  |
| Wet or humid conditions (indoor) |  |  |  |  |  |
| Extreme cold (below 32 degrees) |  |  |  |  |  |
| Extreme heat (above 100 degrees) |  |  |  |  |  |
| Proximity hazards (moving mechanical  parts, moving vehicles, electrical current, etc.) |  |  |  |  |  |
| Heights or cramped quarters |  |  |  |  |  |
| Protective equipment required (mask, gloves, eyewear, ear plugs, steel toe shoes, respirator) |  |  |  |  |  |
| Other |  |  |  |  |  |

**Travel**:      % of time **Operate Hand Tools**:  Yes  No **Operate Equipment/Machinery**:  Yes  No

**Required Dress Attire**:  Business Casual Business Formal  Uniform  Other:

**Comments**: