Instructional Form

ADMINISTRATIVE FACULTY JOB DESCRIPTION
(changes may be made by HR following original submission)

Effective:

<table>
<thead>
<tr>
<th>Business Title</th>
<th>Comp Grade</th>
<th>Job Profile Code</th>
</tr>
</thead>
</table>

Essential Function: Choose an item.
Description: Click here to enter text.

1. **Summary Statement:** State the major function(s) of the position, the role in the university, and the supervisor's title.* (This section is used for advertisement of the position.)

   For lines of progression, a summary statement is required for each level.

   This paragraph is often entered into the recruitment system for advertisement to potential job candidates. The statement should be succinct yet descriptive enough for an applicant to understand the intent of the position. It should provide a conceptual overview of the position, describe the main purpose(s) of the position, and the role within the department. It is not a platform to list each and every job task. The length of the summary statement may vary for each position.

2. **List the major responsibilities, including percentage of time devoted to each. Provide enough detail to enable a person outside the department to understand the job (percentage first with heading and then bulleted information).** If line of progression, define for each comp grade as outlined above.

   Most positions are comprised of four to five major categories of responsibilities to communicate the approximate amount of time spent on each category of work and to communicate expectations for performance evaluation. Avoid large chunks of time in any one area, such as 70% on a particular type of work, when possible (exceptions are often information technology positions). Percentages of time should be in increments of not less than 5% adding to 100%. The percentages are an estimate as certain tasks may peak at certain times of year (e.g., A Fiscal Officer will spend more time in budgetary work than HR work in the spring leading to the fiscal year).

   Under each of the general headings of the work, list the major job duties. This section is not meant to be an exhaustive list of tasks; rather, the duties of greatest time, most import, and most complex. As an example, everyone answers a phone, but answering phones would not appear on administrative faculty job descriptions as the task does not represent the purpose of the position. Job duties should be bulleted and without punctuation at the end of the line; duties are not written in complete sentences. Generally, most headings have between 5-7 bullets. Sub-bullets should not be used except in rare instances.
Every faculty position requires some form of professional development, attendance at staff meetings, and the possibility for other duties to be assigned. These are all elements assumed to be included in the expectations for administrative faculty and need not be listed within the job description. Additionally, avoid qualifiers such as extremely, very, highly, etc., when describing work or describing job duties in the scope of behavior (e.g., maintains a positive attitude).

Example:

40% - Human Resources Administration
- Communicate new legal requirements to faculty and staff
- Disseminate HR reports to required departments
- Etc.

20% - Fiscal Management
- Develop and manage budgets for the unit
- Prepare fiscal reports for management
- Etc.

3. Minimum requirements of the position.

If Line of Progression, minimum requirements must be defined for each comp grade.

Minimum requirements should match the requirements outlined within the Administrative Faculty Job Evaluation Model

<table>
<thead>
<tr>
<th>Education</th>
<th>Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor's Degree</td>
<td>Two years of related experience</td>
</tr>
<tr>
<td>Master's Degree</td>
<td>One year of related experience</td>
</tr>
</tbody>
</table>

**Related Experience:** in student or academic services

Certification and Licensure: (bulleted)
- List any mandatory licensure or certifications, including a driver’s license.

Schedule or Travel Requirements: (bulleted)
- A department may elect to communicate travel or schedule expectations
Optional Addendum: Describe the knowledge, skills, and abilities required to successful performance of this job (in bullet format).

Knowledge, skills and abilities (KSAs) used to be required on all job descriptions. HR found departments would labor over the detail of this section, but rarely used the section for purposes of evaluation or recruitment. This section is no longer mandatory. A department wishing to use this section is free to do so using the format below with bullets. If the section is used, please highlight those KSAs which are unique to the position. KSAs which should be expected of every administrative faculty position (i.e., strong verbal and written communication skills, strong customer service) should not be included.

Knowledge of:

Skills:

Ability to: