Job Summary

(One or two sentences beginning with an action verb, and answering in general terms why the position is required.)

Major Areas of Responsibility

* A bulleted list of the “essential functions” of the position, to which the incumbent is accountable. Separate from individual objectives, they are consistent across all functions of the same title in terms of scope and level of complexity. In general, these do not change from year to year. It is the responsibility of the manager to ensure the functions are an accurate representation of the position. In the event of changes to these functions, a review of the position should be conducted with HR to determine appropriate leveling, classification, and compensation.
* If applicable, reporting structure must be listed in this section. The last section prior to below statement e.g. Oversee the operational activities of the existing managers Job title here and job title here etc.
* Marginal duties should not be described in this section however a statement capturing marginal duties may be included such as, “other duties as assigned”.

Minimum Qualifications

* This section must describe the baseline qualifications of the position as it relates to education, experience, and their equivalent combinations. Minimum qualifications are essential in determining qualified vs. unqualified applicants during the selection process. Generally, skills are qualities that can develop over time. Skill development requires learning, practice and feedback. Can be described using terms like “basic”, “proficient” and “expert” or entry, intermediate, advanced level of skill. An example: “Proficient at Project Management with a track record of taking projects from concept to completion.” . Other requirements as it relates to specific skills, knowledge, technical “know how” and individual attributes should also be included above.

Core Competencies

Skills that are required for this job and are in line with the College’s mission e.g.

* Supervision
* Dependability
* Flexibility
* Service Oriented
* Excellent Written & Verbal Communication
* Proficient Problem Solving
* Understands Risk Management
* Excellent Innovation/Creativity
* Strong Teamwork & Team Facilitation
* Strong Interpersonal Skills
* Understands, values and respects diversity as an individual, in a team and within groups while fostering an inclusive and supportive environment.