ALLEGHENY COLLEGE

Employee Name:
Job Title:
Department:
Reports To:
FLSA Status: Non-exempt
Approved By:
Approved Date:

POSITION SUMMARY
This section should list the main reason the job exists. Ideally, this can be expressed in 1 - 3 concise sentences, reflecting the most important aspects of the job.

ESSENTIAL FUNCTIONS
- A job function is considered “essential” when performance of the function is the reason that the job exists. Loosely prioritize this list so that the most important tasks are at the top.
- Avoid excessive detail; this list does not need to specifically name every single task. A good rule of thumb is to aim for 8 – 14 points. It can be helpful to create a detailed draft for this section by listing all activities, then group them into related ‘families’ of tasks and create a sentence or two that is broad enough to cover everything in that group.
- Ideally, each point includes the purpose and/or the result to be accomplished
- Consider the full work cycle (i.e., daily, weekly, annually, or irregular intervals). Only duties that are fundamental or essential to the position should be listed.
- A function may be “essential” when: the number of employees available to perform the function is limited, the function requires specialized skills, the function occupies a large percentage of time, and failure to perform the function may have serious consequences. List any tasks that meet this criteria for this position.
- Include as a standard point “Other duties as assigned”

SUPERVISORY RESPONSIBILITY
Indicate the degree of supervision and the number and title(s) of subordinates reporting to this position. Include student workers if applicable. For example,
- “trains and assigns work to X administrative employees”
- “responsible for direct supervision and performance evaluations for X regular employees”
- No supervisory responsibility

ALLEGHENY STATEMENT OF COMMUNITY
Allegheny students and employees are committed to creating an inclusive, respectful and safe residential learning community that will actively confront and challenge racism, sexism, heterosexism, religious bigotry, and other forms of harassment and discrimination. We encourage individual growth by promoting a free exchange of ideas in a setting that values diversity, trust and equality. So that the right of all to participate in a shared learning experience is upheld, Allegheny affirms its commitment to the principles of freedom of speech and inquiry, while at the same time fostering responsibility and accountability in the exercise of these freedoms. This statement does not replace existing personnel policies and codes of conduct.

List the ways this position’s responsibilities support the College’s ability to fulfill the Statement of Community.
MINIMUM QUALIFICATIONS  (this is just a sample - you can put what applies to your job)

- Define the minimum level of education and training that would be required for someone to be successful in the position: “High School / Associate’s Degree / Bachelor’s Degree in a related field is required” and / or “Master's Degree preferred.”
- Define the minimum level of qualifications, not the ideal. If you are hiring, you will not be able to consider candidates who don’t meet this minimum standard. Hopefully you will have many applicants with higher qualifications than the minimum to choose from.
- Note that current incumbents do not have to meet the minimum standard. If the job requires an Associate’s Degree, but the current staff person does not have such a degree, that’s fine. Put the true requirement in the job description to ensure accuracy. The existing staff person will not be affected by this.
- Note the minimum level of work experience required. “At least ___ years of related experience is required”
- You can use “preferred” to indicate things you would like to have, but don’t necessarily require.
- Also include specific types of experience that are required or preferred. For example, “Experience in closing leadership level donations is required.” “Project management experience preferred.”
- Again, this is the minimum, not the ideal.

KNOWLEDGE, SKILLS AND ABILITIES

- Note any special knowledge required or preferred.
- For example,
  - Effective interpersonal skills required,
  - Well-developed written and oral communication required,
  - Experienced Ellucian/Colleague user preferred
- Note any licenses or additional certifications required or preferred.
- Alternatively, the ability to obtain a license or certification may be required – for example: “ability to obtain College driver’s license is required.”
- Note any other significant qualifications required or preferred. (may list under sub-heading titled “Other”)
- Note any travel requirements. (may list under sub-heading titled "Other")
- Note significant weekend or evening work commitments. (may list under sub-heading titled “Other”)

TECHNOLOGY SKILLS/REQUIREMENTS

- Explicitly list the expected technology skills required to complete the position responsibilities

PHYSICAL DEMANDS/WORK ENVIRONMENT

- List physical demands described representative of those that must be met by an employee to successfully perform the essential functions of this job.
- Note that reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.