|  |
| --- |
| Current Incumbent (if applicable) |
| Click here to enter text. |

|  |  |
| --- | --- |
| Position Reporting to | Faculty/School/Department |
| Click here to enter text. | Click here to enter text. |

 **Completed by Human Resources**

|  |
| --- |
| **Current Grade** |
| Click here to enter text. |
| **Position Number**  | **Reports to Position No.**  | **# of Levels to VP (Not including incumbent level *or VP*)** |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |
| **Date received by HR Department** |
| Click here to enter a date. |
| **COMPARABLE POSITIONS:** |
| Click here to enter text. |

| **JOB SUMMARY:** Briefly describe the main purpose of the position and why it exists. Summarize the nature and overall purpose of the job in two or three sentences, by answering these questions: * What is the position expected to accomplish?
* Why does this position exist?

The intent of this section is to provide an at-a-glance “high level” summary of the kind and level of work performed. The rest of the job description breaks down the details. Please be concise. |
| --- |
| Click here to enter text. |

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| **RESPONSIBILITIES AND ACTIVITIES:** This section explains the key responsibilities and activities of the position. List the core responsibilities in order of importance and ensure that they add up to 100%.**Normally a job has 4 to 6 core responsibilities**. **For each responsibility, list** **approximately 3 major activities**. At the end of this section, add “other duties as assigned” as a catchall for special projects that may come up.  |
| **Responsibility 1:** Click here to enter text. |  | **%** |
| * Click here to enter text.
 |
| * Click here to enter text.
 |
| * Click here to enter text.
 |
| **Responsibility 2:** Click here to enter text. |  | **%** |
| * Click here to enter text.
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| * Click here to enter text.
 |
| * Click here to enter text.
 |
| **Responsibility 3:** Click here to enter text. |  | **%** |
| * Click here to enter text.
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| * Click here to enter text.
 |
| * Click here to enter text.
 |
| **Responsibility 4:** Click here to enter text. |  | % |
| * Click here to enter text.
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| * Click here to enter text.
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| * Click here to enter text.
 |
| **Responsibility 5:** Click here to enter text. |  | % |
| * Click here to enter text.
 |
| * Click here to enter text.
 |
| * Click here to enter text.
 |
| **Responsibility 6:** Click here to enter text. |  | % |
| * Click here to enter text.
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| * Click here to enter text.
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| * Click here to enter text.
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| **PROBLEM SOLVING:** Describe difficult or challenging situations the position is typically expected to solve, the degree of originality of the solutions, and the assistance available. Describe the nature of the problems encountered and how this position resolves the problems. **Provide at least two examples of the kinds of problems dealt with in each category**  |
| --- |
| **Deal with independently:** |
| * Click here to enter text.
 |
| * Click here to enter text.
 |
| * Click here to enter text.
 |
| **Consult with others:** |
| * Click here to enter text.
 |
| * Click here to enter text.
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| * Click here to enter text.
 |
| **Escalate decision to another:** |
| * Click here to enter text.
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| * Click here to enter text.
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| * Click here to enter text.
 |

| **RELATIONSHIPS/CONTACTS:** Identify internal and/or external clients, partners and stakeholders with whom this position communicates. Indicate the frequency, purpose and nature of the contact  |
| --- |
| Clients | Frequency | Nature and Purpose of Contact |
| Internal | Click here to enter text. | Click here to enter text. |
| External | Click here to enter text. | Click here to enter text. |

| **IMPACT AND SCOPE:** Identify how the position directly affects organizational results and the extent to which stakeholders are affected by those results. Include the nature and number of any positions supervised, the size of the budget for which the incumbent is responsible, and impact of decisions. |
| --- |
| Click here to enter text. |

| **CHANGES SINCE LAST REVIEW (existing positions only):** Identify the significant changes to the position since the last review. |
| --- |
| Click here to enter text. |

| **KNOWLEDGE/EXPERIENCE:** List **required** diplomas and degrees and identify the most important knowledge factors, including knowledge about practical procedures and specialized techniques. Detail specific training only if there is an **occupational certification/registration requirement** for the position. Specify the level of post-secondary education and experience required for the position, rather than what is preferred or what the incumbent has. |
| --- |
| * Click here to enter text.
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| **ORGANIZATION CHART:** Attach a current organization chart that includes supervisor, peers, and staff. Include this as a separate attachment or paste it below. |

## Signatures

The signatures below indicate that all parties have read and understand the information in this Job Description.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Incumbent |  |  |  |  |  |
|  | Name |  | Signature |  | Date |
| **Manager (if applicable)** |  |  |  |  |  |
|  | Name |  | Signature |  | Date |
| Senior Administrator |  |  |  |  |  |
|  | Name | Signature | Date |