

JUDSON COLLEGE
STAFF JOB DESCRIPTION
STANDARD FORMAT

POSITION TITLE: _____ DEPARTMENT: _____

PAY GRADE, RATE, OR RANGE: _____ FULL OR PART-TIME? _____

OVERTIME EXEMPTION STATUS (Exempt/Non-Exempt, if known): _____

(Note: Exemption status is determined by federal law and is not a function of the employee's salary or hourly payroll type. A separate test is performed to establish the exemption status of a position.)

POSITION TO WHICH THIS POSITION REPORTS: _____

SUMMARY DESCRIPTION OF THE POSITION'S PURPOSE, LEVEL OF RESPONSIBILITY, SIGNIFICANT DUTIES, AND EXPECTED OUTCOMES:

ESSENTIAL DUTIES OF THE POSITION:

POSITION TITLE: _____ DEPARTMENT: _____

SUPERVISORY RESPONSIBILITIES: LIST THE POSITION(S) OVER WHICH THIS POSITION HAS DIRECT SUPERVISORY RESPONSIBILITIES, GIVING EMPLOYEE COUNTS FOR EACH SUPERVISED POSITION. ALSO STATE NUMBER OF STUDENTS SUPERVISED. LIST ANY LIMITATIONS ON THESE RESPONSIBILITIES.

BUDGETARY AUTHORITY AND RESPONSIBILITY: DESCRIBE.

EDUCATION AND EXPERIENCE PREREQUISITES: LIST THOSE EDUCATIONAL ATTAINMENTS AND PRIOR WORK EXPERIENCES NECESSARY FOR ENTRY INTO THE JOB AND SATISFACTORY PERFORMANCE OF THE JOB DUTIES.

OTHER FACTORS: LIST THOSE SKILLS, ABILITIES, COMPETENCIES, ADDITIONAL CHARACTER ATTRIBUTES NECESSARY FOR ENTRY INTO THE JOB AND SATISFACTORY PERFORMANCE OF THE JOB DUTIES.

WORKING CONDITIONS: LIST/DESCRIBE DAILY WORK HOURS, WEEKLY SCHEDULE, UNUSUAL OR UNPLEASANT WORKING CONDITIONS, OVERTIME EXPECTATIONS, DRESS REQUIREMENTS, PHYSICAL REQUIREMENTS, EQUIPMENT USED, COMPUTER SOFTWARE USED, TIMING AND FREQUENCY OF PERFORMANCE EVALUATIONS, ETC.

Job Description Prepared By: _____ Date: _____