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| Job Title:  | Date:  |
| Reports To | FLSA Classification:  |

**GENERAL SUMMARY**: (Position’s purpose and functions. This should be no more than 2-3 sentences)

**PRINCIPLE DUTIES AND RESPONSIBILITIES**: (Essential functions of position. List the 5-7 most significant responsibilities including approximate percent of time spent on each responsibility. Total should = 100%)

**MANAGERIAL/SUPERVISORY RESPONSIBILITIES**: (Indicate the kind of decisions made, titles of direct reports and percentage of time spent in supervisory duties. If this section is not applicable, indicate by marking N/A

**EDUCATION AND EXPERIENCE QUALIFICATIONS**: (Preferred requirements needed to perform the principal responsibilities successfully.)

**PHYSICAL REQUIREMENTS:** (List any physical demands that must be met by an employee to successfully perform the essential functions of this job and approximate frequency. For example, routinely lift more than 25 pounds, periodically spend extended periods standing, etc.)

**OTHER SKILLS AND ABILITIES:** (List other attributes required for the position (e.g. keyboard skills, general office equipment)

**OTHER INFORMATION AND ATTRIBUTES:** (Indicate if position requires working overtime, weekends or evenings, travel, use of personal vehicle, work outside regardless of climate, typical office work setting, etc)

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CMU employees provide collegial, collaborative contributions to their areas and the University as a whole. They should stimulate a harmonious, productive and inviting work environment that is customer service oriented. Each must maintain a commitment to the mission and purposes of Central Methodist University.

*The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities associated with it. CMU management reserves the right to amend and change responsibilities to meet business and organizational needs as necessary.*

**COMPLETED BY SUPERVISOR**

Job Status: Full-Time Staff Part-Time Staff Temporary

Hours Per Week: 40 32-39 Less than 32 \_\_\_\_\_\_\_\_\_(note hours)

Check any that apply: 10 month position Housing provided Other:

Supervisor Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

HR only: FLSA Exemption Classification : EXEMPT NON-EXEMPT \_\_\_\_\_\_\_\_\_\_\_HR initials

Current employee acknowledgement: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_

Print Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Attribute statements can include:

Serves as an effective, collegial member of senior staff.

1. Contributes to planning and monitoring work with the university’s overall goals and interests paramount.
2. Supports the work and efforts of colleagues in achieving the institutional mission and vision.
3. Contributes creatively and helpfully to setting and meeting institutional goals.
4. Seeks innovative, cost-effective solutions to institutional challenges.
5. Sets and meets timelines; prioritizes own work and that of staff.

Demonstrates an understanding of substantial higher education issues.

Participates actively in appropriate state, regional and national professional organizations, as well as community groups.