



HEIDELBERG UNIVERSITY POSITION DESCRIPTION

| | |
|--------------------|---|
| Title: | Classification: See page 15 of Policies Handbook |
| Department: | Payroll Cycle: MONTHLY OR BI-WEEKLY |
| Division: | FLSA: EXEMPT OR NON-EXEMPT |
| Date: | Location: |

GENERAL PURPOSE:

Reporting to _____ the _____ position _____.

SUPERVISION RECEIVED:

Reports directly to _____.

SUPERVISION EXERCISED:

The _____ will be responsible _____. May supervise student employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

CORE VALUES AND PERSONAL ATTRIBUTES:

- Core values – models leadership values of integrity, honesty, humility, transparency, respectfulness, diversity, caring, loyalty and accountability in all work.
- Intellectual dynamism – demonstrates mental sharpness, capability and agility.
- Self-knowledge – gains insight from successes and mistakes.
- Personal learning – seeks feedback and counsel to improve managerial behavior.
- Peer relationships – encourages collaboration and cooperation across the organization.
- Teamwork – performs most effectively as a hard-working member of a team.
- Constituency focus – completes work to meet constituencies' expectations and requirements.
- Community focus – brings a spirit of enthusiasm and energy to the campus and town.

DESIRED ATTRIBUTES AND QUALIFICATIONS:

Education and Professional Experience:

- (A)
- (B)
- (C)

Preferred Education and Experience:

- (A)
- (B)
- (C)

Necessary Knowledge, Skills, and Abilities:

- Must demonstrate analytical and strategic thinking abilities.
- Outstanding oral and written communication skills.
- Strong interpersonal skills.
- Ability to manage several projects simultaneously.
- Ability to relate to diverse cross-sections of individuals.
- Ability to work independently and with a team.
- Ability to travel as needed or required, work evenings and / or weekends as needed.

TOOLS AND EQUIPMENT USED: Knowledge of operation and use of various office equipment including, but not limited to: personal computer, including spreadsheet and word processing software, integrated database software, fax machine, copier, telephone, scanner, and printers. Employee in this position must have a valid Ohio driver's license.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position.*

While performing the duties of this job, the employee is frequently required to use arms, hands and fingers to operate and manipulate equipment generally found in an office setting. The employee may be frequently required to be mobile, communicate, and hear. The employee may occasionally be subject to a variety of outdoor environmental conditions including heat, cold, and precipitation.

The employee must frequently lift and/or move up to _____ pounds and occasionally lift and/or move more than _____ pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Mental demands include varied degrees of occasional stress while performing job duties.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

While performing the duties of this job, the employee frequently works in an office setting, and educational facilities including sports and entertainment venues, all of which may be indoor or outdoor. The noise level in the work environment will range from moderately quiet to occasionally loud.

SELECTION GUIDELINES: The _____ will be selected after a formal application procedure, education and experience rating, oral interview, and reference check. Job related tests may be required. All offers of employment are contingent upon a satisfactory criminal background screen, motor vehicle record search, drug and alcohol screen, physical and / or psychological examination at the University's discretion.

APPROVAL and EMPLOYEE ACKNOWLEDGEMENT: The duties listed above are intended only as an illustration of the various types of work that may be performed. The omission of specific statement of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

| | |
|------------------|-------------|
| Approvals: _____ | Date: _____ |
| _____ | Date: _____ |
| CHRO | |
| _____ | Date: _____ |
| _____ | Date: _____ |
| President | |

I have reviewed this job description, and I fully understand all my job duties and responsibilities. I further understand that this job description does not represent an employment agreement between employer and employee. I am able to perform the duties and responsibilities as outlined, with or without reasonable accommodation. I understand that my job duties and responsibilities may change on a temporary or regular basis according to the needs of my department, and if so, I will be required to perform such additional duties and responsibilities. If I have any questions about job duties not specified on this description that I am asked to perform, I should discuss them with my immediate supervisor or a member of the HR team.

Employee Signature

Date