 **Administrative Professional Position Description**

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| **Section 1: Incumbent and Position Information** |

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| --- | --- | --- | --- | --- |
| Position description effective date: |  |  | HRIS position number: |  |

|  |  |
| --- | --- |
| Incumbent name: |  |

|  |  |
| --- | --- |
| Position title: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Position is located in (city, state) |  | On EOU Campus? | Yes | No |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Percent of time necessary and regular travel is *required* : | <10% | 10-20% | 25-40% | 45-55% | 60-75% | >75% |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Shift assigned to: | Day | Swing | Graveyard | Other: |  | |
| Is position *frequently* subject to “call back” obligations? | | | | Yes | No |

|  |  |
| --- | --- |
| Division name: |  |

|  |  |
| --- | --- |
| Department/College name: |  |

|  |  |
| --- | --- |
| Supervisor name: |  |

|  |  |
| --- | --- |
| Supervisor title: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| FTE: |  | Annual employment basis (# of months per year): |  | mos. |

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| **Section 2: Summary of Position Purpose** |

*Describe this position in context of its department/college mission and goals. (Text boxes will expand as needed.)*

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| **Purpose that this position exists:** |
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| **Summarize the primary activities that this position is responsible for doing:** |
|  |

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| **Summarize the primary outcomes that this position is responsible for accomplishing:** |
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| **Section 3: Position Duties in Detail** |

***Essential Duties*** *are those that are core to position’s value to the department/college and necessary to complete the position’s work. Include any duty that comprises 5% or more of position’s overall importance. Be clear and complete when describing Essential Duties. (Text boxes will expand as needed.)*

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| **Essential functions/roles:** |
|  |
| **Essential decision-making responsibilities:** |
|  |
| **Essential supervisory duties:** |
|  |
| **Essential relationships – internal and external to the University:** |
|  |
| **Other Essential Duties:** |
|  |

***Secondary Duties*** *are required but are not critical to the position. A general listing of Secondary Duties, rather than descriptions, is acceptable. It is not necessary to be exhaustive. (Text boxes will expand as needed.)*

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| **Section 4: Knowledge and Expertise** |

*All required items must be based solely on the position’s Essential Duties.*

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| **Required (R)**  **Preferred (P)** | **Formal Education:** | **NOTE: Either the required subject disciplines must be listed or, if the degree may be generic, then the specialized knowledge needed by requiring the degree must be described.** |
| R  P | Associate |  |
| R  P | Bachelor |  |
| R  P | Masters |  |
| R  P | Ph.D./Terminal |  |
| R  P | Certifications/Licenses |  |
| R  P | Multilingual |  |

|  |  |
| --- | --- |
| **REQUIRED**  **Years of Experience:** | **Clearly describe the knowledge, skills, and expertise that the required years of experience are expected to have produced.** *(Text boxes will expand as needed.)* |
| Area:  # Yrs. Required: . |  |
| Area:  # Yrs. Required: . |  |
| Area:  # Yrs. Required: . |  |
| **PREFERRED**  **Years of Experience:** | **Clearly describe the knowledge, skills, and expertise that any preferred years of experience are expected to have produced.** |
| Area:  # Yrs. Required: . |  |
| Area:  # Yrs. Required: . |  |
| Area:  # Yrs. Required: . |  |

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| **Section 6: Supervisory Responsibilities** |

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| --- | --- | --- | --- | --- | --- |
|  | **# Direct Reports** | **Total # Responsible** |  | **# Direct Reports** | **Total # Responsible** |
| AP Administrative |  |  | Faculty Adjunct – FT |  |  |
| AP Supervisory |  |  | Faculty Adjunct – PT |  |  |
| AP Professional |  |  | Faculty Other |  |  |
| AP Managerial |  |  | Classified Office |  |  |
| AP Exec. Director/ Director/ Dean |  |  | Classified Trade |  |  |
| AP Executive Other |  |  | Classified IT |  |  |
| AP Any Other: |  |  | Classified Specialized |  |  |
| Faculty Tenure/Track |  |  | Classified Other |  |  |
| Faculty Fixed Term |  |  | Student Workers |  |  |

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| **Section 6: Fiscal Authority** |

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| --- | --- | --- | --- | --- |
| **Annual Operating Budget ($)** | | | **3-Year Annual Average Capital Budget ($)** | |
| Recommendation Authority | Approval Authority | Recommendation Authority | | Approval Authority |
|  |  |  | |  |

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| **Section 7: Additional Position Demands** |

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| **Describe any hazardous working conditions (e.g. working at heights, hazardous chemicals, weather, etc. Exclude travel.)** |
|  |
| **Describe other position attributes and characteristics that are important to note:** |
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| --- | --- | --- |
|  |  |  |
| Employee Signature |  | Date |
|  |  |  |
|  |  |  |
| Supervisor Signature |  | Date |
|  |  |  |
|  |  |  |
| Human Resources |  | Date |

HR USE ONLY:

FLSA Status

|  |  |
| --- | --- |
| Exempt | Nonexempt |
| Executive  Manager/Director  Professional  Supervisor  IT Professional  Exec. Admin  Teacher/Coach  Higher Ed  Other . | Yes  No  SEIU confidential exception?  Yes  No |

**Job Code:**

CUPA-HR Survey Position Code:

Job Focus Indicator Code:

Technical and Administrative:  TA1  TA2  TA3

Individual Contributor:  IC1  IC2  IC3  IC4  IC5  IC6

Management:  M1  M2  M3  M4  M5

**Compensation:**

❑ Unique Position

If Unique:

|  |  |
| --- | --- |
| Compensation Matrix Name:   * Clerical/Technical (AA-GG) * Athletics (1-13) * Management and Professional (A-J) * Senior management/Executive | Position Grade:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

❑ Comparable Work Group (CWG) Position

If in a CWG:

|  |
| --- |
| CWG Compensation Matrix Name: |