**MINNESOTA STATE COLLEGES AND UNIVERSITIES**

**[Institution Name]**

|  |  |
| --- | --- |
| **Employee Name:** | **Position Control Number:** |
| **Department/Division:** | **Classification Title:** |
| **Prepared By:** | **Working Title:** |
| Non-Exempt  Exempt: Executive  Professional  Administrative | *If Exempt, attach required documentation* |
| Unlimited  Seasonal Temporary Limited | If seasonal, list months during the season worked |
| Full-time Part-time Intermittent  Percent if not full-time \_\_\_\_ % | **Date Prepared:** |

|  |  |  |  |
| --- | --- | --- | --- |
| This position description accurately reflects my current job. | | This position description reflects the employee's current job. | |
|  |  |  |  |
| **Employee Signature** | **Date** | **Supervisor Signature** | **Date** |

**POSITION PURPOSE** *(why position exists; how it helps accomplish mission of the department/division)*

**RESPONSIBILITIES AND RESULTS**

**Priority: Essential Percent of Time:**

**Priority: Essential Percent of Time:**

**Priority: Essential Percent of Time:**

**Priority: Essential Percent of Time:**

**Priority: Essential Percent of Time:**

1. Perform other duties as assigned to ensure the smooth functioning of the department and maintain the reputation of the organization as a viable business partner.

**Priority: Secondary Percent of Time: 5%**

***Priority****: Essential=if responsibility is reason job exists, is a highly specialized task or one that requires special education or training licensure, requires a great % of time, has a high level of accountability (consequences are considerable to others or the institution if failure to perform), the responsibility is essential; Secondary=if not essential, then responsibility is secondary;* ***Discretion (optional)****: A-Employee investigates situations, makes decisions, takes appropriate action reports by exception and through normal review processes; B=…reports to supervisor immediately after action is taken; C=…makes decisions with supervisor….reports to supervisor immediately after action is taken; D=Employee discusses situations with supervisor before investigation, makes decisions with supervisor, takes appropriate action, and reports to supervisor immediately after action is taken.*

**KNOWLEDGES, SKILLS, AND ABILITIES**

**Minimum Qualifications** *(expected to have to enter job)*

**Preferred Qualifications** *(desired but not expected to have to enter job)*

**RELATIONSHIPS**

**This Position Reports to** *(provide class title,* ***not*** *person’s name)***:**

**Supervises** (c*lassification title; FTE; # in position; note if providing work direction only)*

**Internal and External Clientele and Purpose of Contact** *(the most significant job related contacts)*

**PROBLEM SOLVING** *(most difficult types of problems to resolve and consequence of error/non-resolution)*

**FREEDOM TO ACT**

**Budget** *($ authority and/or type of impact on budget, i.e., signatory, manage, monitor, recommend)*

**Decision(s) Position Makes and Decision(s) Referred to Higher Authority**

All employees must comply with department and institution procedures and policies, MnSCU policies and procedures, as well as local, state and federal laws, regulations, guidelines and business and industry standards.

*This description is intended to indicate the kinds of tasks and level of work difficulty required of the position. It is not intended to limit or modify the right of any supervisor to assign, direct and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar level of difficulty.*