

Northeastern State University Job Description

(Complete and forward to the Office of Human Resources)

Job Title	Date
Department	Pay Grade:

Job Code:	nFocus Code:	Function:	OTRS:	E/NE:	Vac:
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Part I: DESCRIPTION OF POSITION

Position Purpose: State briefly the principal purpose or focus of the position. Include supervisory alignment and responsibilities.

Part II: POSITION DUTIES

A. **SPECIFIC DUTIES:** Starting with the most important, list and describe the duties which make up the regular assignment. This should include all the duties performed. You need only list % of duties on those tasks that are 5% or more on an annual basis.

Duties	% of Time
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This position may at times be requested to perform other duties or special projects which are in the best interest of the University.

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B. BUDGET RESPONSIBILITY: If this position is responsible for working with the department and/or area budget, complete the following section or indicate "none."

C. EQUIPMENT OPERATION: Indicate equipment used to perform the duties of the position, including the approximate percentage of time it is used.

Equipment Used	% of Time

D. OTHER

1. For what purpose, with whom (job titles and institutions), and how frequently are contacts made with the public, other employees, or officials? (Indicate as "daily," "daily to weekly," "monthly," "as requested," etc.)

- Contact
- Contact
- Contact

PART III: MINIMUM QUALIFICATIONS OF THE POSITION

A. EDUCATION & FORMAL TRAINING: Indicate the minimum amount of education and/or formal training necessary to begin employment in this position. Also indicate preferred education level, if applicable.

- High school diploma or equivalent.
- _____ (number of hours) credit hours.
- Associate's degree in the following field(s) of study:
- Bachelor's degree in the following field(s) of study:
- Master's degree in the following field(s) of study:
- Doctorate degree in the following field(s) of study:
- Formal training (specify):
- Licenses, Certificates, Registrations, & State/Federal requirements of position (specify):
- Other (specify):

Mark this box if education may be substituted for experience or if experience may be substituted for education. Note that equivalencies are based on the following: AA = 2 years experience; BA/BS = 2 years college coursework plus 4 years experience; MA/MS = BA/BS plus 6 years experience; PhD = no equivalency.

B. EXPERIENCE: Indicate the types and minimum years of experience necessary to begin employment in this position. Also indicate preferred experience, if applicable. All experience listed may be gained concurrently unless otherwise noted.

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C. SPECIAL SKILLS, ABILITIES, AND KNOWLEDGE: Mark an "x" next to the skills, abilities, and knowledge that are required to do the job. (Mark all that apply.)

- Keyboarding ability. Specify: Keyboarding test required. Speed is intentionally not specified.
 - Keyboarding test required. Minimum speed required: _____.
 - No keyboarding test required.
- Attention to detail.
- Budget-related skills.
- Communication skills, including oral, written, and/or nonverbal.
- Computer software skills. Specify: word-processing
 - Spreadsheet
 - Presentation
 - Web page maintenance
 - Other (specify):
- Human Relations/Interpersonal skills.
- Leadership skills, including organization, meeting facilitation, and/or project leadership.
- Physical abilities, including mobility, agility, strength, dexterity, balance, coordination, and/or endurance.
- Supervisory skills, including motivation, delegation of duties, evaluation, etc.
- Management and/or administration skills.
- Ability to manage multiple concurrent projects and meet deadlines.
- Maintain confidentiality.
- Other (specify):
- Other (specify):
- Other (specify):
- Other (specify):

D. PHYSICAL & ENVIRONMENTAL FACTORS: Mark an "x" next to the unusual and/or extreme physical and/or environmental factors experienced on-the-job. Also include any hazards, risks, or discomforts that exist on the job or in the work environment.

- Mark this box if not applicable.*
- Excessive standing and/or walking.
- Exposure to extreme temperatures.
- Exposure to fumes and/or chemicals.
- Exposure to heights.
- Exposure to loud noises.
- Lifting (weight): _____
- Other (specify): _____
- Other (specify): _____

E. SPECIAL WORKING CONDITIONS: Mark an "x" next to the special working conditions experienced on the job.

- On call/standby work required.
- Uniform required.
- Travel required.
- Irregular work hours.
- Professional appearance.
- Work in stressful conditions.
- Other (specify):
- Other (specify):