

GONZAGA UNIVERSITY

JOB DESCRIPTION

POSITION TITLE

*(determined by the supervisor and Human Resources
as appropriate to represent the position)*

JOB PURPOSE

(brief summary of position that states the main function of the job and its relationship to the mission/goals of the University)

ESSENTIAL FUNCTIONS

These are the fundamental job duties associated with a position which if removed would alter the "essence of the job."

Be specific; list out individual functions that are essential to this position. Include scope of responsibility and authority, etc.

What makes a function "essential?"

- 1. The reason the position exists is to perform the function*
- 2. There is a limited number of employees available among whom the performance of that job can be distributed*
- 3. The function may be highly specialized so that the incumbent in the position is hired for his/her expertise or ability to perform the particular function*

Always include:

"Performs other duties as assigned in support of Gonzaga 's mission."

OTHER FUNCTIONS

(List functions that are associated with the position but that could be assigned to another position without changing the job.)

SUPERVISION GIVEN/RECEIVED

(Defines the supervision that is given this position and the decision-making and independent judgment required of the position. Defines the supervision that this position may provide for other positions, either functionally or directly.)

MINIMUM QUALIFICATIONS

These are the minimum requirements necessary for someone to come in and do the job.

Remember to address:

years of experience

education (can experience substitute?)

special knowledge or skills

technical skills, such as personal computers, word processing, spreadsheets, etc.

As applicable, list the following "standard" minimum requirements:

Demonstrated organizational skills, with the ability to handle and prioritize multiple projects simultaneously in a timely manner in a fast-paced environment

Strong written and verbal communication skills

Strong interpersonal skills; ability to relate to and work with diverse groups of people

Ability to maintain confidentiality

DESIRED QUALIFICATIONS

The knowledge, skills, and abilities which if present would enhance the performance of the job duties. These are qualifications that you would find preferable, and are beyond those necessary to perform the essential functions.

As applicable, address the following:

Work experience in higher education

Higher level of college degree

Advanced skills or knowledge

Professional certification

PHYSICAL QUALIFICATIONS

The physical and mental requirements of the position. Describe the working conditions related to space, clothing, safety, hours and environment, such as high volume and/or time pressures, need for accuracy, pace of work, multi-tasking requirements, communication and/or mobility requirements, etc.