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| Name: | Date: Click here to enter a date. |
| Division/Department: | Location: |
| Job Title: | Reports To: |

|  |  |  |  |
| --- | --- | --- | --- |
| Level/Grade | Type of position:  Full-Time  Part-Time | Schedule:        Hours per week | FLSA Status:  Exempt  Nonexempt |
| Months per year |

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| **JOB SUMMARY** Briefly summarize the primary function and purpose of the job |
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| **JOB RESPONSIBILITIES AND DUTIES** Please list the main responsibilities of your job in descending order of frequency to a maximum of 8 and indicate the approximate percentage of time spent on each. Under each responsibility, list the major job duties. A responsibility represents a key function of your job. A duty is an activity that you carry out to fulfill a responsibility. In describing your responsibilities and duties, start with an action verb and describe what duties are performed and how.  Before each job duty, use the drop-down box to specify whether it is an ESSENTIAL or NON-ESSENTIAL duty. The Americans with Disabilities Act and Equal Employment Opportunity Commission define ESSENTIAL JOB DUTIES as those that must be performed for the position to exist (without these duties the job would be fundamentally changed or eliminated). At least 15% of the employee’s time is usually spent on an ESSENTIAL job duty. |

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| **Responsibility:**       (**% of total**) | | |
|  | % | **Duty:** |
|  | % | **Duty:** |
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| **Responsibility:**       (**% of total**) | | |
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| **Responsibility:**       (**% of total**) | | |
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| **Responsibility:**       (**% of total**) | | |
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|  | % | **Duty:** |
|  | % | **Duty:** |

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| **WORK EXPERIENCE REQUIREMENTS**  *(to be inserted by Human Resources following completion of Job Classification Questionnaire)* |
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| **EDUCATION REQUIREMENTS**  *(to be inserted by Human Resources following completion of Job Classification Questionnaire)* |
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| **ORGANIZATIONAL KNOWLEDGE REQUIREMENTS**  *(to be inserted by Human Resources following completion of Job Classification Questionnaire)* |
|  |
| **PHYSICAL REQUIREMENTS**  *(to be inserted by Human Resources following completion of Job Classification Questionnaire)* |
|  |
| **WORK ENVIRONMENT REQUIREMENTS**  *(to be inserted by Human Resources following completion of Job Classification Questionnaire)* |
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| **OTHER REQUIREMENTS**  *(to be inserted by Human Resources following completion of Job Classification Questionnaire)* |
|  |

**Employer Rights and Disclaimer:**

The above statements describe the general nature and level of work being performed. This job description should not be interpreted to be a complete list of all the duties and responsibilities of the job holder. To maintain organizational flexibility, management has the right to add, drop or change ay any time the responsibilities and duties associated with this job.

The job specifications outlined in this job description should not be interpreted to be a complete list of the qualifications and performance expectations needed to perform this job adequately. Management has the discretion to add, drop or change at any time the job specifications to reflect changes in the job requirements and expectations of this position.

This job description does not constitute an offer of employment, continuous employment, or an employment contract. Champlain College is an at-will employer, and either the employee or the employer may terminate the employment relationship at any time, for any legal reason or for no reason.

**Verification and Approvals:** *(to be completed once final job description is created following the completion of the Job Classification Questionnaire)*

*Please indicate that you have reviewed this job description and agree that it accurately reflects the responsibilities and requirements of this position.*

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| --- | --- |
| *STAFF MEMBER NAME* | *Signature/date* |
| *REVIEWED BY* | *Signature/date* |
| *APPROVED BY* | *Signature/date* |