

Job Description Form

Southern Methodist University

Date: Proposed Job Title: _____ Functional Title (if applicable): _____

Position is: Vacant/Replacement Occupied Position New

If vacant or replacement, enter name of last employee in position. If occupied, enter name of current employee in position.

If a current employee will be moving into this position, enter name of employee.

What action(s) will be taken for the position?

- Update job description
- Promotion
- Other
- Reevaluate/Reclassify
- Post job and conduct a search

Position # (if known): _____ Home Base Org: _____ Position works: _____

Proposed salary for position: _____ Salary will: _____

Department/School: _____

Where (i.e. physical location) will the employee be performing the work?

Position reports to: (Information for performance reviews will be sent to this person)

Submitted by: _____

Job Summary: Briefly summarize (3-4 sentences) the main purpose and primary function of the job in terms of how it contributes to the accomplishment of department, school, division, or University objectives.

Essential Functions: Describe the essential functions performed by this position. An “essential function” is defined as a major responsibility that is critical to the role and is one of the key purposes for the establishment of the role. Also include tasks where removing the task would clearly alter the position. Use language so that the description can be easily understood by persons unfamiliar with the work. Then estimate the percent of time that is spent performing each task. *List in order of importance beginning with most important and include percentage of time spent on function. Must add up to 100%.*

1. %

2. %

3. %

4. %

5. %

6. %

7. %

8. %

9. %

10. %

Knowledge, Skills and Abilities:

	Required	Preferred
Strong written communication		
Strong verbal communication		
Strong interpersonal skills		
Strong customer service orientation		
Problem solving		
Time management		
Organizational and planning skills		
Project management		
Attention to detail		

Other Knowledge, Skills and Abilities: Indicate if the knowledge, skill, and/or ability is required or preferred.

Software Skills: Indicate if the software skill is required or preferred.

Does position require regular evening or weekend work? If so, explain:

Does position require travel? If so, explain (e.g., minimal, occasional, or frequent):

Does position have other any other special job conditions? If so, explain:

Decision Making:

Indicate the level of impact of decisions typically made by the role:

Decisions generally affect own job or specific functional area.

Decisions may affect a work unit or area within a department. May contribute to business and operational decisions that affect the department.

Decisions have major implications on the management and operations of an area within a department. Job may contribute to important strategy, operational, and business decisions that affect the department.

Decisions have significant, broad implications for the management and operations of a major department or multiple departments. Job contributes to decisions for the overall strategy and direction of SMU.

Problem Solving:

Indicate the nature of problems regularly encountered by this job

Problems encountered are routine, somewhat repetitive, and generally solved by following clear directions and procedures.

Problems are varied, requiring analysis or interpretation of the situation. Problems are solved using knowledge and skills, general precedents, and practices.

Problems are highly varied, complex, and often non-recurring, requiring novel and creative approaches to resolution. New concepts and approaches may have to be developed.

Problems are broad, complex, and abstract, often involving University-wide issues. Must develop

Will this position be designated as a Campus Security Authority (CSA)?

A CSA fulfills the following roles:

1. Campus police or campus security (or individual fulfilling this role and not with campus police/security).
2. Individual or office designated as entity to which students/employees should report criminal offenses.
3. University official (one who has the authority and duty to take action or respond to particular issues on behalf of the University) such as Dean of Students, Director of Athletics, Team Coaches, Faculty

If applicable, indicate authority and responsibility for direct reports for the following tasks:

	No Authority	Makes Recommendations	Makes Decisions
Interviewing and hiring employees			
Approving overtime and/or leave			
Merit increases			
Discipline and Discharge			
Assigning tasks and directing work			
Performance evaluation			
Promoting and reclassification			
Complaint and grievance resolution			

Name and title of direct reports (include regular employees, not student workers)

Physical/Environmental Demands: If applicable, indicate whether physical and/or environmental demands are required to effectively complete the job's responsibilities. Check the appropriate boxes:

- | | | |
|------------------------------|----------------------------|-------------------------|
| Bend | Squat | Stand |
| Crawl | Climb | Walk for long distances |
| Reach above shoulders | Handle objects (dexterity) | Push/Pull |
| Carry/lift 25 lbs. | Carry/lift over 25-50 lbs. | Carry/lift over 50 lbs. |
| Sit for long periods of time | Kneel | |

Environmental:

- Exposure to excessive noise
- Around moving machinery
- Exposure to marked changes in temperature/or humidity
- Exposure to dust, fumes, gases, radiation, microwave
- Drives motorized equipment
- Work in confined quarters

JOB EVALUATION & CLASSIFICATION (HR Use Only)

Job Title:

Position #:

Job Code:

Pay Grade:

Salary
Range:

FLSA Status:

Exempt

Non-Exempt

Date: