



**WILLIAM JESSUP
UNIVERSITY**

JOB DESCRIPTION GUIDELINES

	Guidelines
Job Title:	Provide Title and Location of Job
Department	Provide department name
Supervisor	Provide direct supervisor name
FLSA Status	Exempt or Non-Exempt (consult w/ HR)
Major Purpose	WHY does the position exist? A four or five sentence overview that summarizes the purpose & objectives of the job. Primary responsibilities and the degree of freedom to act (independently or under direct supervision)
Essential Functions:	<p>The tasks, duties and responsibilities of the job Focus on outcomes of the job rather than process List required expectations and special requirements List shift or hours worked, full or part-time <i>Examples:</i> Integrate faith and learning in curriculum Lectures, demonstrates and uses audiovisual aids and computers Counsels students as needed, supervises student aides/student workers Keeps accurate records of student grades and attendance. Prepares reports, evaluates student performance Accurately typing all inter-office and external correspondence Coordinate and maintain appointments, schedules and calendar in clear, concise manner. Provide telephone support Work hours: Full time, 40 hours a week, 8 hour shifts varying between 6:00 AM and 6:00 PM, Monday through Friday</p>
Qualifications: <ul style="list-style-type: none"> • (Minimum) Academic Requirements • Education/Certifications • Required Knowledge • Minimum Experience Requirements • Skills/Abilities 	<p>State minimum educational level required to perform job Describe required or desired licenses, certifications and number of years experience, training and other qualifications Relate all pertinent skill requirements to job functions when possible.</p>
Working Environment Working Conditions	<p>Must include standard "statement of faith language." May modify working conditions where needed.</p>
Physical Activity and Requirements of this position	<p><i>Must</i> include standard verbiage on attached Job Description, with modifications, if needed to physical activity & requirements.</p>