

Goshen College Position Description

The position ranking will be determined in accordance with the Position Classification Process

Current Incumbent, if any: _____
 Job Title: _____
 Working Title if different: _____
 Immediate Supervisor: _____

Ranking (for HR use only) : _____
 Classification: TFAC Admin
 Prof Staff Staff
 Exempt Non-Exempt

Position Summary and Preferred Qualifications are combined for any associated postings

Position Summary: Explain the purpose for the position and summarize the responsibilities.

Required Qualifications: Specify required minimum equivalency for education, skills, information systems knowledge, etc.

Preferred Qualifications: Specify preferred specialized education, field and/or certifications

Essential Functions: List the position's assigned responsibilities and estimate percentage of annual time spent on each responsibility.
 Include only the essential functions that are fundamental and necessary to the position.

Essential Functions:	Approximate % of time, annualized

TOTAL 100%

Additional comments: Use extra pages as necessary

Check the appropriate box that best fits the working conditions of this position

Essential Physical Requirements

- Typically lifts less than 10 lbs.
- Typically lifts 10-20 lbs.
- Typically lifts 20-50 lbs.
- Typically lifts 50+ lbs

Visual

- Normal concentration
- Close concentration
- Close concentration/manual dexterity
- Acute concentration/eye-hand coordination

Hazards

- Limited exposure
- Chemicals/careful use
- Chemicals/safety precautions
- Highly toxic chemicals

Check the appropriate box that best fits the characteristics of this position

Minimum Education Equivalency:

- | | | |
|--|-----------------------------------|------------------------------------|
| <input type="checkbox"/> High School Diploma | <input type="checkbox"/> Required | <input type="checkbox"/> Preferred |
| <input type="checkbox"/> Training 6-12 months
technical trade - no degree | <input type="checkbox"/> Required | <input type="checkbox"/> Preferred |
| <input type="checkbox"/> Associate's Degree | <input type="checkbox"/> Required | <input type="checkbox"/> Preferred |
| <input type="checkbox"/> Bachelor's Degree | <input type="checkbox"/> Required | <input type="checkbox"/> Preferred |
| <input type="checkbox"/> Master's Degree | <input type="checkbox"/> Required | <input type="checkbox"/> Preferred |
| <input type="checkbox"/> PhD/EdD/JD or LLB | <input type="checkbox"/> Required | <input type="checkbox"/> Preferred |

Minimum Job-Related Experience:

- Related Experience Preferred
- Related Experience Required:
 - 1-3 years
 - 3-5 years
 - 5+ years

Accountability Through Scope of Impact:

- Limited: immediate group/department
- Moderate: beyond the department
- Substantial: beyond admin unit
- Significant: beyond college

Internal Interaction:

- Regular interaction with many departments with campus-wide impacts
- Regular interaction which effects many departments
- Regular interaction with significant effects on others
- Frequent contacts
- Limited effects on others

Interaction with Students:

- None to limited
- Occasional; provide information
- Frequent; provide advice or instruction on more complex issues
- Instruction on more complex equipment

External Contacts:

- Frequent crucial contact with many publics - sets an image
- Frequent substantial contact with varied external publics
- Frequent contact with external audiences
- Some contact with target audience
- Occasional contact

Directing Others:

- No responsibility for others
- Occasional guidance to co-workers
- Supervises others who perform similar work
- Supervises, assigns and review work of others
- Manages supervisors
- Works independently, assumes initiative in problem solving
- Works with little supervision
- Helps to solve problems within policy guidelines
- Regularly develops policy to address organizational change
- Regularly makes policy-setting decisions

Data Reports and Budget:

- Sets and monitors division budget
- Develops reports which affect outside departments
- Departmental data and reports
- Compiles departmental reports and assembles data
- Gathers and records record data

Specialized Skills:

- Exceptional breadth of management knowledge
- Exceptional technical and specialized knowledge
- Well developed management knowledge
- High level of broad management knowledge
- Some broad management knowledge
- Minimal broad knowledge

Bilingual Preferred Required

Completed by _____ Approved by _____ Ranking Decision _____
 Date _____ Date _____ Date _____