Job Title
Department

**Reports To**Insert manager’s title

**Date**
Indicate date of Job Description creation or review

**JOB DESCRIPTION**

**Summary/Objective of Position**

**Essential Functions**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

(List all the essential functions of this position here)

1.

**Competencies**(These are the various skills, behaviors and proficiency requirements related to the position.**)**

1. Ex: Communication

**Supervisory Responsibility**

This position has supervisory responsibilities. [ ] Yes [ ] No

**Work Environment**

Ex: This job operates in a professional office environment. This role routinely uses standard office equipment.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Ex: While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.

**Position Type/Expected Hours of Work**

Ex: This is a full-time position. Days and hours of work are typically Monday through Friday, 8:00 a.m. to 5 p.m.

**Travel**

Ex: No travel is expected for this position.

**Required Experience**

[Indicate experience based on requirements that are job-related and consistent with business necessity. See examples below.]

1. Experience with Microsoft Office (Word, Excel and PowerPoint).

**Preferred Experience**

[Indicate experience based on requirements that are job-related and consistent with business necessity. See example below.]

**Additional Eligibility Qualifications**

None required for this position.

**AA/EEO Statement**

Lewis-Clark State College does not discriminate on the basis of race, color, religion, age, sex, national origin, disability, gender identity, protected veteran status, or sexual orientation. This policy applies to all programs, services, and facilities, including applications, programs, admissions, and employment.

**Other Duties**

Additional duties include direct and indirect activities to support recruitment and retention of students.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**Technology System Access (Ex: Colleague and list official “role” in colleague, Canvas, e-mail, etc.)**

**Shared Drive Folder Access (Ex: division shared drive folder name, etc.)**

**Signatures**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
**Employee Signature** Date
*(Employee signature constitutes employee's understanding of the requirements, essential functions and duties of the position.)*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
**Supervisor Signature** Date

This job description has been approved by all levels of management *(please sign and send back to* *hr@lcsc.edu*):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
**Human Resource Services Signature** Date