

Seminole State College Job Description Template

TITLE: (Consult HR if you have any questions regarding title)

DEPARTMENT/DIVISION: (Department or Division name)

DATE PREPARED:

REPORTS TO: (TITLE of person positions reports)

CLASSIFICATION: (Classified, Professional, Faculty, Etc.)

POSITION SUMMARY

This is a brief, 2 to 3 sentence section that summarizes position. This information is used in job posting, classified advertising, and so on. Include:

- The kind of supervision/guidance the position generally receives (ex. general direction, close supervision, and so on)
- The main responsibilities of the position

SEMINOLE STATE COLLEGE MISSION AND VALUES

(This section is mandatory for ALL Seminole State College positions and must NOT be altered in any way.)

- All employees will represent Seminole State College in the most positive manner with prospective, former and current students, clients, suppliers and the community we serve. Interacts effectively with a diverse group of faculty, staff, students and other customers of our services, learns and uses operating practice of Seminole State College.
- All employees will uphold the Mission Statement: Seminole State College empowers people for academic success, personal development, and lifelong learning.
- All employees will perform job duties utilizing SSC's core values: Compassion, Opportunity, Respect, and Excellence.

PRINCIPAL DUTIES AND RESPONSIBILITIES

(This is the section for the Essential Functions of the position.)

- Handles confidential information with tact and discretion.

A sample of an entry from a job description for a Media Relations positions may look like this:

- *Organizes the distribution of media advisories and press releases;*
 - *Develops press releases and internal communications;*
 - *Assist with the development of distribution methods for press releases;*
 - *Distributes news releases using web-based distribution tool;*
 - *Constructs and maintains media database and distribution lists.*
- Other duties as assigned by supervisor.

OTHER DUTIES AND RESPONSIBILITIES

1. Performs other functions as necessary or as assigned.

*This section contains responsibilities and important duties performed occasionally or in addition to the essential functions of the position. The above statement is on **all** job descriptions in this section.*

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

*Every entry in this section **must** be supported by the **Principles Duties and Responsibilities** section. This section is critical in determining the areas of the position which may and may not be accommodated under the ADA. This section outlines:*

- A. **Knowledge:** The level of education, experience and training an individual must have **at minimum** to be considered qualified for the position.*
- B. **Skills:** Specific skills such as ability to create, manipulate and utilize spreadsheets, word processing programs, and so on (avoid using program names unless knowledge of that specific program is essential).*
- C. **Abilities:** Be careful with this requirement. Some examples: Does the position require **LIFTING** 50 pounds, or does it require the ability to move a box of paper from one location to another? Does it require the ability to **WALK** across campus or **MOVE** across campus? For some positions, such as Security, the ability to walk and run will be essential. For most other positions, moving about could be accomplished by other means. Include such abilities as visual acuity, communication skills, and so on if appropriate.*

APPROVALS:

Supervisor: _____ Date: _____

Vice President: _____ Date: _____

Human Resources: _____ Date: _____

Employee Review: I have read the above job description, and understand that it is intended to describe the general content of and requirements for performing this job. It is not an exhaustive statement of duties, responsibilities or requirements. I understand that this description does not preclude my supervisor's authority to add or change duties or responsibilities, and understand that the performance of other duties will be required from time to time in order to meet the College's needs. I attest I have been given a copy of this description.

Employee Signature: _____ Date: _____

(Please Note: This template can be found in the Seminole State College Human Resources Office.)