|  |  |
| --- | --- |
| pc_primary_logo |  |
| **Position Description** |

INSTRUCTIONS: Complete this form with the required information. If this is for a recruitment, save and email the Position Description to the appropriate recruiter. For both recruitments and personnel actions (reclassification, in-range progression, etc.) attach the Position Description form to the Staff Requisition form and forward to Human Resources.

|  |  |
| --- | --- |
| Date:  | Name of Incumbent:  |
| Working Title:  | Classification Title:  |
| Department:  | School/Cluster:  |
| Appropriate Administrator:  | Title:  |

Sonoma State University is committed to achieving excellence through teaching, scholarship, learning and inclusion. In line with our Strategic Plan and our Seawolf Commitment, our values include diversity, sustainability, community engagement, respect, responsibility, excellence and integrity. We strive to cultivate a community in which a diverse population can learn and work in an atmosphere of civility and respect. We encourage innovation, experimentation and creativity, as well as contributions to equity and inclusion, in the pursuit of excellence for all members of our university community.

Position Purpose: Reporting to the AA TITLE, with additional lead work direction from the INSERT TITLE(S), the WORKING TITLE…

Major Duties: Major duties of the position include, but are not limited to, the following:

Secondary Duties: Performs other secondary duties as assigned.

Work Environment: Duties take place mostly in an office setting located at Sonoma State University. The normal work schedule is Monday through Friday aligned with regular campus hours. As a non-exempt employee, any request for overtime will be specified and pre-approved by Appropriate Administrator. OR As an exempt employee you have some flexibility in your schedule however must be available during the regular campus hours Monday through Friday to meet the operational needs of the campus and department. Your specific start time is determined by your Appropriate Administrator. Evening and weekend hours may be required and will be specified only by the supervisor to meet operational needs. The incumbent must maintain regular and acceptable attendance at such levels as is determined by the Appropriate Administrator. The position may require occasional travel, by automobile and airplane, and the incumbent must be able to work some night and weekend hours with overnight stays.

Minimum Qualifications: Insert language from class/qual standards including years’ experience and degree requirement, if applicable. Beginning/intermediate/advanced] proficiency with computers and Microsoft Office Suite (Outlook, Word, Excel) required. Knowledge of [niche department specific software and systems] and PeopleSoft preferred.

Must have the ability to effectively communicate with all levels within the university and establish and maintain productive and effective, inclusive working relationships amongst diverse populations including staff, faculty, administration, students, and other internal and external constituents. Must be able to accept constructive feedback and work cooperatively in group situations.

Employee is required to sign the position description and return a signed copy to Human Resources for placement in the official personnel file.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Employee Signature Date