

## SHIPPENSBURG UNIVERSITY Job Description Form

Classification:									
Working Title:									
Division:									
Department:									
Name of Employee:									
Hours of	Work							Type of position:	
From: To:	Mon	Tues	Weds	Thurs	Fri	Sat	Sun	☐ Full-time ☐ Part-time ☐ Contractor ☐ Intern	Length of Lunch: Hours per Week:
<b>General Description.</b> Describe the primary duties of the position with the most important first. This list does not imply that these are only responsibilities of the position. Incumbents will follow any other appropriate instructions, and perform any other classification related duties, as may be required by their supervisor. Also list any machines or equipment used or operated on the job.									

**Qualifications/Experience.** Minimum qualifications (education, knowledge, abilities, certifications, licenses, etc.) and experience (specific years, associations, relationships, supervisory, etc.) for this position.

All Shippensburg University employees are expected to demonstrate an understanding of and commitment to the University's core values of teamwork and collaboration, dependability, initiative, problem solving, and clear communication. University employees are expected to demonstrate good interpersonal and communication skills with all members of the campus community. They will strive to maintain integrity, effectiveness and efficiency by upholding customer service throughout all levels of performance.

University employees may work closely with individuals of diverse backgrounds and race, as well as those of differing religious affiliations, sexual orientation and gender. They are expected to treat individuals with respect and uphold an environment that is free of prejudicial, discriminatory or harassing conduct.

Safeguarding confidential, personal data and/or records of employees, students, customers and other related constituents is the responsibility of all University employees. It is the duty of all members of the University community to take part in the maintenance of

a safe campus.		
	how this person will be supervised; describe how the	ne work is assigned and how the supervisor
reviews the work.		
Organizational Chart Draw	ide an organizational chart for the office/department	The companies a should identify his/hea
	l indicate classifications and titles. Total number of	
upervisor and an subordinates and	indicate classifications and titles. Total number of	subordinates reporting to this position.
NOTE: This job description music signature by the employee.	ist be signed by the supervisor and the classification	authority prior to discussion with and
mployee's immediate supervisor	: I certify this job description accurately describes t	he functions of this position.
ignature	Title	Date:
pproved by Human Resources: osition.	I certify that the duties and responsibilities of the jol	b description are within the classification of this
ignature	Title	Date:
mularia. I contife that this is to be	comination was discussed with me by me and the	
inproyee: I certify that this job de	escription was discussed with me by my supervisor:	

Signature	_Title	_Date: