BEREA COLLEGE

**HUMAN RESOURCES**

**POSITION DESCRIPTION**

**Position Title:** *Full Title*  **Department:** *Department*

**Title of Immediate Supervisor/Leader to Whom This Position Reports:** *Full Title of Supervisor*

**\*Expected Daily Work Hours:** 8:00am – 5:00pm  **\*Expected Weekly Work Schedule:** Monday – Friday

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| *\* College offices are normally open from 8:00 AM until 5:00PM, Monday through Friday. However, because of the nature of the responsibility to the student body, individual offices or departments may have operating hours that extend beyond this period and may include evening or weekend hours. Non-exempt employees will normally work 8 hours per day.  Overtime (any hours in excess of 40 per week) for non-exempt employees is required to be approved, in advance by the department supervisor.  Exempt employees will typically work at least 40 hours per week and such additional time as may be reasonably required to fulfill the obligations of their position description.  Such additional work may include evenings and weekends.* |

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| **Workplace Expectations** |  | |  |
| As a continuous learning environment built upon Berea’s Great Commitments and Common Learning Goals, the workplace at Berea College should expect all workers “to be active learners, workers and servers,” and a place where the Christian values of human compassion, dignity, and equality are expressed and lived.  Therefore, workers are expected to: | | ***\* Exhibit Enthusiasm for Learning***  ***\* Act with Integrity and Caring***  ***\* Value All People***  ***\* Work as a Team*** | ***\* Serve Others***  ***\* Encourage Plain and Sustainable Living***  ***\* Celebrate Work Well Done*** |

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| **Minimum Qualifications Required:** *(please be specific and respond to every question; indicate none if not applicable)* |

**Education required to ensure success in this position:**

* *Provide a specific education level(s) and field(s) if it is required to perform this position successfully. Ex. High School Diploma/Equivalent or Bachelor’s Degree in Accounting*

**Experience required to ensure success in this position:**

* *Provide the minimum years and type of experience needed to perform this position successfully. This can be a range. Ex. 3 – 5 years’ experience conducting basic accounting responsibilities.*

**Special skills, knowledge and abilities:**

* *Provide special specific skills, knowledge and abilities to perform this position successfully. These should be particular to this position or field. Ex. Knowledge and ability to utilize Banner or similar programs and software for data analysis.*

**License, certification, or registration necessary:**

* *Provide any certifications or licenses needed to perform this position successfully. Only include a driver’s license if the incumbent will be required to travel by and/or operate a vehicle to complete at least one primary job duty. .*

**Physical requirements:**

* Ability to navigate campus/public buildings and grounds
* *May include weight requirements if the incumbent will be expected to lift objects without assistance on a regular basis*
* *May include the ability to travel by and/or operate a vehicle, or travel by plane to complete at least one primary job duty.*

**Environmental conditions:**

* *Provide regular job setting. Ex: Professional office environment with interruptions and noise due to frequent visitors, students, staff and faculty, or mainly outdoors in varying weather conditions.*
* *May include travel requirements (occasional, frequent, etc.) if the incumbent will be expected to travel by and/or operate a vehicle, or travel by plane to complete at least one primary job duty.*

**Ability to operate the following vehicles or equipment:**

* *Provide standard equipment to be used. Ex: Standard office equipment: computer, phone, etc.*
* *May include a requirement to operate vehicles, college vans/cars/carts if the incumbent will be expected to travel or utilize the vehicles on a regular basis*

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| **Brief summary of this position:** |

*Provide a brief (concise 3-5 sentences) summary of the core purpose and expected results of this position. May provide reference as how this position will interact with others to support the College’s mission.*

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| **Primary duties and responsibilities (*Typically ~7 primary duties comprised of 80% of the responsibilities)*:** |

***To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Regular and predictable attendance is essential. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.***

* *Primary Duties…*
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* In support of Berea College’s great commitments this position requires student supervision.  The fourth great commitment is to promote learning and serving in community through the student labor program, honoring the dignity and utility of all work, mental and manual, and taking pride in work well done. The Supervision would include scheduling, assigning and approving work performed.  Developing students about common workplace acumen and giving them tangible work experience is an expected outcome. *To learn more about the student labor program and requirements on this position see:* [*Labor Program Goals*](https://www.berea.edu/labor-program-office/goals/)

Other roles/duties will be assigned as necessary to assist the College in the attainment of the goals set forth and the enhancement of a positive, respectful learning environment for all staff, faculty and students.

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| **Leadership requirements:** |

* Does the person in this position directly supervise other staff/team members?□ Yes □ No

If yes, how many? \_\_\_\_\_\_\_\_\_\_

* Does the person in this position directly supervise students? □ Yes □ No

If yes, how many?

**APPROVED BY:**

Supervisor: Date: / /

Staff Member Serving in this Role: Date: / /

***(To be completed by Human Resources Staff)* Position #: Job Family: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**FLSA Status: Exempt Non-Exempt**

**Salary Grade:**

***If changes have been made to the information on this position description, revision date is:*  updated 02/27/2020**