

UNCLASSIFIED POSITION DESCRIPTION

**Position Details**

|  |  |  |  |
| --- | --- | --- | --- |
| **Position****Number:** |       | **Functional** **Position Title:** |       |
| **System** **Job Code:** |       | **System Job Title:** |       |
| **Department** **Number:** |       | **Department Name:** |       |
| **College/Division:** |       |
| **Reports to** **Position Number:** |       | **Reports To** **Functional Position Title:** |       |
| **No. of Direct Reports** **to this Position:** |       | **No. of Indirect Reports****to this Position:** |       | **Salary Grade:** | *For HR Use*  | **FLSA Status:** | *For HR Use*  |

**Position Summary**

*Provide two or three sentences summarizing the major purpose of the position. In other words, “Why does the position exist?”*

**Duties and Responsibilities**

***Essential Duties****: These are the basic job duties that an employee must be able to perform, with or without reasonable accommodation(s). Briefly describe a maximum of 10 duties and the approximate percentage of time performing each. The percentage of time for each duty should be at least 5% and no greater than 40%. The total percentage of time must equal 100% and must include 5% allocated as “Other duties as assigned.”*

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|       |
| 5% Other duties as assigned |

**Minimum Qualifications**

*Indicate the minimum qualifications necessary to perform the job. Consider qualifications necessary for successful performance in this position, not qualifications of a specific individual.*

**Required Education:** *Check the minimum level of education required to perform the job. Indicate the field of study required or acceptable.*

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|       Bachelor’s       Master’s       PhD       MD       JD       Other:       |
| Field(s) of Study:       |
| Certifications/Licenses Required:       |

**Required Experience:**

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| *Indicate the minimum number of years and type of experience required to perform the job.*      |
| *Indicate if any combination of specific experience, training and education may be substituted for the required education or experience.*      |

**Required Knowledge, Skills, & Abilities:** *List up to 10 specific Knowledge, Skills and/or Abilities (KSAs) required for the successful performance in this position. Please refer to the Position Description (Unclassified) – KSAs for examples. Indicate the level of proficiency needed for each KSA using Advanced, Proficient, or Basic.*

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**Preferred Qualifications**

*Indicate any education, experience, or skills beyond the stated required level that may be given special consideration.*

**Preferred Education:**

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|       Bachelor’s       Master’s       PhD       MD       JD       Other:       |
| Field(s) of Study:       |
| Certifications/Licenses Required:       |

**Preferred Experience:**

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| --- |
|       |

**Preferred Knowledge, Skills, & Abilities**

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**Physical and Mental Demands**

*The following apply to all positions within BRCC.*

* Ability to work in excess of 40 hours a week, which may include nights and weekends
* Ability to view a computer screen for long periods of time
* Ability to function in a high-pressure, stressful environment and meet stringent deadlines
* Ability to operate a computer and standard office equipment
* Ability to travel as required and work at different locations as required
* Ability to read, write and speak English at the level equal to or greater than the national standards for a college graduate

*Indicate below the approximate percentage of time an incumbent would spend doing the activities listed in the table below:*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Minimally****(up to 10%****of the time)** | **Occasionally** **(10% to 25%** **of the time)** | **Regularly****(25% to 50%** **of the time)** | **Frequently****(> 50% of the time)** |
| Bend |       |       |       |       |
| Carry/Lift < 10 lbs. |       |       |       |       |
| Carry/Lift 10-25 lbs. |       |       |       |       |
| Carry/Lift 26-50 lbs. |       |       |       |       |
| Carry/Lift 51-75 lbs. |       |       |       |       |
| Carry/Lift 76-100 lbs. |       |       |       |       |
| Climb |       |       |       |       |
| Crawl |       |       |       |       |
| Drive |       |       |       |       |
| Push/Pull |       |       |       |       |
| Reach |       |       |       |       |
| Sit |       |       |       |       |
| Squatting/Kneeling |       |       |       |       |
| Stand |       |       |       |       |
| Twist |       |       |       |       |
| Walk |       |       |       |       |
| Work above Shoulder |       |       |       |       |

**Disclaimer**

The purpose of this job description is to provide a representation of the types of duties and responsibilities that will be required of this position. It should not be construed as a declaration of the total scope of duties and responsibilities which may actually be performed. Employees in this position may be directed to perform job-related tasks other than those specifically presented herein.

**Position Description Certification**

*I certify that the information stated in this position description is a true and accurate representation of the work to be performed.*

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| --- | --- | --- | --- |
| Position DescriptionAuthor |       |  | Date: |
| Type or Print Name | Signature |

**Employee Acknowledgement**

*I acknowledge that I have received a copy of this position description and that it has been discussed with me.*

|  |  |  |  |
| --- | --- | --- | --- |
| Employee:*(leave blank if vacant)* |  |  | Date: |
| Type or Print Name | Signature |

**Approvals**

|  |  |  |  |
| --- | --- | --- | --- |
| DepartmentHead: |       |  | Date: |
| Type or Print Name | Signature |
| Dean/Director: |       |  | Date: |
| Type or Print Name | Signature |
| Vice Chancellor: |       |  | Date: |
| Type or Print Name | Signature |
| CHRO: |       |  | Date: |
| Type or Print Name | Signature |

***Baton Rouge Community College is an Equal Opportunity Employer.***