

## University of Maine Job Description

**TITLE:**

**DEPARTMENT:**

**DATE:**

**REPORTS TO:** This should be a position title not an employee's name.

**Purpose:** Summarize the general purpose or goal of this position. This statement should give a brief but concise overview of the basic function of the position.

**Essential Duties & Responsibilities:** The description of duties and responsibilities should be concise but clearly outline the basic components of the activity to be performed. An effective job description conveys the scope of the assigned responsibilities as well as the level of assigned authority, responsibility and autonomy.

Essential functions of the job are the fundamental duties that the employee must be able to perform with or without reasonable accommodation. A job function may be considered essential for reasons such as: the position exists to perform that function, there are a limited number of employees available among whom the job function can be distributed, the function is highly specialized, and the employee is hired for the expertise to perform the particular function, or other employees in the same job are required to perform the function.

In addition to these general criteria, any task that is performed at least 10% of an employee's time would likely be considered essential. If the essential functions require that an employee have particular physical abilities or communication abilities, these should be noted. For example, a job that requires frequent contact with other people requires communication verbally, in writing, or through other means. If an essential function of a position is to perform duties at various locations, an appropriate qualification is "frequent travel, normally requiring a driver's license." Statements describing the essential functions should begin with descriptive action verbs ("trains," "retrieves," "summarizes"). Avoid using the phrase "able to" or "ability to."

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- Perform other reasonably related duties as assigned.

**Knowledge & Skill Qualifications:** What is the minimum educational level necessary to perform the essential functions of the job? Is a higher degree level preferred? Is a particular discipline or specific course work sought? Can experience be substituted for education? What kind of related job knowledge or experience is required to enable an employee to do this job? Descriptive statements such as: familiarity with . . . , basic working knowledge of . . . , demonstrated success with . . . , progressively more responsible work in the area of . . . , significant experience with . . . , as they relate to the responsibilities may be included. Also, must the employee hold a particular license or maintain certification? Is the employee expected to achieve the license/certificate within a stated period from the date of hire? Is travel an essential job function (as defined in the Duties/Responsibilities section)?

If so, the 'ability to travel, normally requiring a driver's license,' would be a required qualification. What other special abilities are required to perform the essential functions? For instance 'ability to frequently lift 30 pounds' or 'ability to collect research samples in appropriate field conditions under sometimes adverse weather conditions.' Remember that the qualifications must directly relate to the position's duties and responsibilities.

- Typically has the education associated with...
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**Supervisory Responsibility:** Describe how many other employees (professional, classified, student) are to be supervised. For what supervisory activities does the employee have informal, formal, subject to review, or final authority? For instance, the employee may schedule and oversee day to day work activities but not have responsibility for hiring and evaluating other employees.

**Work Environment:** Please describe the environment and/or setting in which this job is performed. Is the employee required to be on call? If so, to what extent and for what kind of occurrences would the employee be called? Are there stressors inherent to this particular job? What is the level of predictability in this job? What impact does change have on the job duties? How changeable are the methods, technology, services or other elements that affect the employee's job? How is this position expected to react to and/or manage change? How predictable are changes to work assignments? Over what kind of time frame is change normally incorporated into the job's duties? Describe any unpleasant factors of the work environment such as heat, noise, odors, bodily fluids, exposure to hazardous substances, etc. and the frequency/degree to which the employee would be subject to these.

**Work Year:** Describe the employee's work year (full-time, part-time, fiscal, student calendar year, other). If the employee works less than twelve months, when does the work year begin and end.

**Work Schedule:** Normal University of Maine business hours are Monday through Friday 8:00 a.m. to 4:30 p.m. Due to the nature of the position, work beyond regular hours (to include evenings and weekends) will be necessary to meet the requirements of the position. The employee shall establish regular office hours and in consultation with the supervisor, adjust the work schedule as appropriate.

**Position Type: (E&G funded)** On-going, full-time, base budgeted. **Or Soft Money Grant funded.** Contingent on funding and successful performance.

**Schedule for Evaluation:** In accordance with guidelines established in The Handbook for Non-Represented Faculty, Professional and Administrative Staff. **Or for UMPSA** In Accordance with UMPSA Agreement.

**Job Family/Salary Grade:**

The finalist for this position must successfully complete either a driver's license, credit and State Bureau of Identification background checks whichever are required.