

Job Description

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POSITION # JOB CODE SALARY GRADE DATE APPROVED
EEO-6 CATEGORY FLSA EXEMPTION CLASSIFICATION

TO BE COMPLETED BY MANAGER

DATE JOB DESCRIPTION WRITTEN POSITION NAME
"REPORTS TO" POSITION # "REPORTS TO" POSITION NAME
DEPARTMENT ID # DEPARTMENT NAME
VP/DEAN HOURS PER WEEK ☐ 35 (Standard) ☐ 40
JOB STATUS ☐ Full-time Staff ☐ Part-time Staff ☐ Temporary ☐ 17.5 (Standard Part-Time) ☐ 20

Summary Describe the position's purpose and functions. This should be no more than 3 to 5 sentences.

Principal Duties and Responsibilities Indicate the essential functions of the position. List 3 to 5 of the most significant responsibilities including approximate percent of time spent on each responsibility. The total must equal 100 percent.

Principal Duties and Responsibilities *(continued)*

Performs other duties as assigned

Managerial Responsibilities Indicate the kind of decisions made, decisions referred to supervisor, number of direct reports and percentage of time spent in supervisory duties. If this section is not applicable, indicate by marking "N/A".

Financial Responsibilities Indicate the size and scope of the position's financial responsibilities. Include relevant annualized dollar accountability for current fiscal year (e.g., department budget). If this section is not applicable, indicate by marking "N/A".

Qualifications List the **minimum** education required to perform the essential functions of the position successfully. Equivalent work experience may be substituted for a degree and should be noted. List **preferred** education/experience alongside minimum requirements.

Please list any **required or preferred** certifications/licenses.

Knowledge, Skills, and Abilities List **other skills and abilities** required to perform the essential functions of the position (e.g., software skills, etc.).

Other List any other **additional and relevant information** that may need to be performed by an employee to successfully perform the essential functions of this job and note approximate frequency. (For example, indicate if the position requires working overtime including weekends or evenings, on call, travel, use of personal vehicle, work outside regardless of climate, physical tasks including routinely lifting more than 25 pounds or periodically spending extended time standing, etc.).

COMPLETED BY:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. This is not an exhaustive list of all duties and responsibilities associated with the position. DePaul management reserves the right to amend and change responsibilities to meet business and organizational needs as necessary.

HR APPROVAL