**Position Title:**

**Department:**

**Primary Location:**

**Position Type:**

**Pay Grade:**

**Position Number:**

**Position Summary:** The position name supports Stetson University by insert general statement (ie. providing an enjoyable fan experience, keeping our spaces clean and safe, helping our students grow, creating relationships which strengthen our alumni base, ensuring our financial strength, recruiting incredible new Hatters, etc.). Serving as a member of the department Team, the position name will….(A couple sentences that provides an overview of the position.) In alignment with [Stetson’s Strategic Priorities](https://www.stetson.edu/other/about/media/sp-brochure.pdf), position name will [insert how position and department align with Forward Together]. (example: In alignment with Stetson’s Strategic Priorities, the Learning and Development Specialist will promote a people-centered, high-performing and relationship-rich culture of inclusive excellence.)

**Essential Job Functions and Responsibilities:** Employment duties include, but are not limited to:

* List essential job functions and responsibilities of this role. This list should include the tasks as part of the job function are **truly necessary or a requirement** to perform the job.
* List in order of importance and the tasks the employees will be doing most.
* Explicitly state how an individual is to perform the job (ex. using a ladder, lifting up to 50 lbs, consistent exposure to the elements). This will provide future guidance as to whether the job can be performed with or without an accommodation.

**Required Knowledge, Skills, and Abilities:** The knowledge, skills, and abilities for this role include:

* List the knowledge, skills and abilities necessary to complete this role.
* Support the University’s [Mission and Values](https://www.stetson.edu/other/about/mission-and-values.php) in their role.

**Required Qualifications:** This position requires:

* Describe the education and experience required based on requirements that are job-related and consistent with business necessity.
* Make sure this list is inclusive and not a wish list, but a necessity list (ex. could 3 years of experience substitute for an advanced degree, or would a degree in progress be considered.) If your qualifications are too tight, you could deter great candidates from applying. Include necessary certifications if needed on day one. Otherwise list “ability to attain the specific certifications within time frame”.
* Desire to join a distinct university community committed to inclusive excellence, kindness, and collaboration, as it seeks to move Forward Together in making our community and world a better place.

**Ideal Candidate Qualifications:** The ideal candidate’s qualifications include:

* List additional education and experience based on requirements that are job-related and consistent with business necessity.
* This could be a list of ideal qualification, such as fluency in a second language and/or experience with certain web or computer applications.

**Work Environment:** Describe the work environment; temperature, noise level, inside or outside, or other factors that will impact the person's working conditions while performing the job. This section may also include whether an opportunity exists for a Flexible Work Arrangement (FWA). Do NOT list the physical requirements of the job (i.e. lift 50 lbs.), these should be included in the Essential Job Functions and Responsibilities section above.

**Reports to:** This position reports to position name of the person this role reports to.

*This description is intended to indicate typical kinds of tasks and levels of work difficulty that will be required of positions given this title and shall not be construed as declaring every specific duty and responsibility of the position. This job description is not intended to be a contract for employment, and the employer reserves the right to make any necessary revisions to the job description at any time without notice.*