**COE Staff Job Description Template**

**Date:** Click or tap to enter a date.

**Job Title:** Click or tap here to enter text.

**Department/Unit:** Choose an item.

**Reports To:** Click or tap here to enter text.

**Regular or Temporary (One year or less):** Choose an item.

* If Temporary, please indicate ideal start/end dates: **MM/DD/YYYY to MM/DD/YYYY**

**If position is salaried with an FTE, indicate FTE percentage:** Click or tap here to enter text.

*(\*Please note the position should be salaried/FTE if the role will be at least six months and at least 20 hours per week (50% FTE). If the role is under six months, the role will be temporary hourly\*).*

**Is the job 100% in office, fully remote or hybrid remote?** Click or tap here to enter text.

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**Position Summary:**

* Describe why the position exists and how it fits into the overall unit/operations. Who is this role reporting to? How does the role apply to the mission of the role, the department or the organization overall? Summarize the position objectives/responsibilities at a high level.

**Duties and Responsibilities** (List All Essential/Critical Duties in order of time devoted – most performed to less performed and list a percentage for each duty. Percentages should total 100%.)

* (Example: Supervises staff, assigns and reviews work, conducts performance reviews, takes corrective action, etc. 20%)
* (Example: Oversees data collection operations for Dr. Smith’s research center housed within the College. Designs data collection protocols and developed data collection tools, reviews data collected and ensure it meets research standards 20%)
* Other duties as assigned

**Minimum Qualifications** (Candidate must meet the minimum requirements to be considered for the role. Minimum qualifications specify the necessary skills, experience, education and certifications required for the job).

* (Example: Master’s degree in education with 3+ years of experience supporting children and families in an early learning environment)

**Preferred Qualifications (**Nice to have. These may not be necessary to perform successfully in the job)

* (Example: Experience working in higher education settings)
* (Example: Experience supporting students in a K-12 environment)