**Workday Position Description Template**

 **INSTRUCTIONS:** This template is used to create or update a position description. This template may be completed either by the manager or HUB HR staff. If completed by a manager, the template should be delivered to the appropriate HUB HR staff member for processing. Please fill out each section and then remove the instructional text.

**Job Profile: (Enter Workday Job Profile Name)**

**Job Description Summary**

Summarize the purpose of the position in 3-5 sentences. This statement should include the position’s general function and overall level of responsibility. It may be easiest to prepare this statement after the Essential Duties, Tasks, and Percentages section has been completed.

**Essential Duties/Tasks (Refer to TAMU Standard PD templates for assistance)**

Describe the essential job duties assigned to this position. Include the related tasks and an estimated percentage of time needed for each essential duty that **must equal 100%.** Tasks should be measurable and written as to what needs to be done.

**Examples in Blue**

|  |  |  |
| --- | --- | --- |
| **Essential Duties** | **Essential Tasks** | **% Effort** |
| **Provides direction and supervision of assigned employees** | * Determines work priorities and assigns work accordingly
* Embraces an environment of openness and respect among staff
* Ensures that staff are afforded the opportunity to develop and grow
* Promotes an environment that is respectful of others and promotes honest feedback and coaching of employees
* Ensures that staff are properly trained to be successful
* Ensures employees are appropriately evaluated and position descriptions are current
 | 25% |
| **Budget Preparation and Management** | * Develop, prepare, and manage the department’s annual budget.
* Monitor expenditures and ensure adherence to budgetary constraints.
 | 30% |
| **Plans and implements strategies to attract and retain Center customers** | * Assists the Center director in developing and implementing strategies to identify potential customers
* Conducts market analyses and environmental scanning to identify threats and opportunities for current and future business opportunities
* Ensures the accuracy and timeliness of data, services, and products created by the TT&IC
 | 15% |
| **Other Duties as Assigned** | May list other duties or leave blank | N/A |

\*Add additional rows as needed.

**Qualifications**

**Required Education (To Be Completed by HROE)**

List minimum education requirement as listed on the TAMU Standard PD template. The degree’s area of study may be added, but the degree level cannot be changed. Consult with Classification and Compensation for assistance.

Check if allowing for equivalent combination of education and experience (must be selected before posting)

**NOTE:** A department is not required to list the equivalency statement on every position description. This is only needed if the department is willing to allow for equivalency to the required education and experience.

**Required Experience (To Be Completed by HROE)**

List minimum experience requirements as listed on the TAMU Standard PD Template. The experience description may be customized, but not the number of years. Consult with Classification and Compensation for assistance.

**Example:**

* XX years of related [insert description for example: rescue, emergency response, cyber security, program management…. etc.] experience.

**Note**: A manager may add specifics to the education and/or experience description but cannot change the educational level or years of experience as listed on the TAMU standard templates.

**Required Licenses and Certifications**

List minimum required licenses and/or certifications required for this position. ALL required licenses / certifications must tie directly back to an essential duty.

**Examples:**

* Class A CDL within 180 days of hire date
* ICS 300 and 400 courses within 60 days of hire date
* N/A, if not applicable

**Preferred Qualifications**

List any job-related qualifications which are not required to perform the job but are ideal for the position. This could include increased education, training, licenses, certifications, knowledge, skills, abilities, and/or job-specific experience. Qualifications listed here will not screen out applicants/employees at hire, promotion, and/or other title change but can be used to help score applicants on a hiring matrix.

**Examples:**

* Master’s degree from an accredited college or university
* 5 years of [insert description for example: rescue, emergency response, cyber security, program management…. etc.]
* Certified Project Manager
* Certified OSHA Safety Inspector

**Knowledge, Skills, and Abilities**

List knowledge, skills and/or abilities needed to perform the essential duties of the job.

**Examples:**

* Ability to effectively communicate both orally and in writing
* Ability to positively and professionally interact with clients and staff
* Excellent communication and presentation skills
* Strong interpersonal and organizational skills
* Working knowledge of office software and instructional programs
* Knowledge of principles and methods for teaching and instructing individuals and groups
* Skilled in utilizing various learning and active listening strategies
* Ability to orally comprehend and express information and use inductive and deductive reasoning
* Ability to facilitate and adapt course and the course content
* Ability to positively and professionally interact with clients and staff, groups of various sizes
* Ability to multitask and work cooperatively with others

**Additional Information**

**Machines or equipment used in the performance of essential duties**

List any job-related equipment, hardware, and/or vehicles employee is regularly required to operate in order to perform essential duties.

**Examples:**

* Backhoe, forklift, front loader, etc., 10 hours
* Hand/power tools, 15 hours
* Specialty Tools
* Personal computer and office software (e.g. Microsoft Office Suite)

**Physical Requirements**

Specify physical requirements needed to perform the essential duties of the job**. ALL physical requirements must tie directly to an essential job duty.**

**Examples:**

* Ability to work outdoors exposed to various weather conditions, potential allergens, elevated noise levels, and heat
* Ability to move up to XX lbs with assistance
* Ability to move light, medium or heavy objects with assistance.
* Some lifting/carrying of classroom/presentation materials (specify weight limitations specific to program needs i.e. ability to lift, carry, load or unload up to \_\_\_\_lbs. of instructional materials)
* Ability to travel independently to other and/or remote locations by driving and/or flying on commercial airlines

**Other Requirements and Factors**

List any special job-related details of the position that applicants and employees should be aware prior to and/or during employment.

**REQUIRED (Must be on all position descriptions)**

* This position is security sensitive
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU policies, regulations, rules and procedures
* All tasks and job responsibilities must be performed safely without injury to self or others in compliance with System and University safety requirements

**Export Control (Remove from position description if not applicable)**

* This position will require export-control authorization prior to starting employment.

**Optional (Additional bullets may be used as needed)**

* This position may require up to \_\_\_\_% (specify percentage) or more travel
* This position may require work beyond normal office hours and/or work on weekends
* This position allows alternate work location per TAMU guidelines
* This is a wage position established to accommodate a temporary organizational need. As such, TAMU does not guarantee any set number of hours or length of employment in this role
* This position may direct and/or evaluate the work of others
* This position is funded from grant and/or contract funding, which is renewed through provisions of the grantor of the contract. Therefore, this position is contingent upon continuation of funding from these grants and/or contracts, as well as satisfactory job performance