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| Logo  Description automatically generated | Job Description Template |

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| Job Title:  | Department:  |
| Supervisor/Manager’s Title:  |
| Author of Job Description:  | Date:  |

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| **Job Summary** |
| In 3 – 4 sentences, briefly but specifically, summarize the primary purpose of the job. |
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This job description represents an overview of the essential functions of this job. This is not a complete listing of all required duties. Specific duties may vary over time to meet the needs of the University.

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| **Essential Functions** |
| List up to six **essential functions** of the job in the space provided below, indicating the **most important** first, and the approximate percentage of time spent on each function over the course of a year. Only list the duties or responsibilities that require 10% or more (equivalent to half of a day per week or 5 weeks per year) of the job’s time. *Total must equal 100%. If not please adjust your entries.* |
| 1. |
|  |  | % of Time |
| 2.  |
|  |  | % of Time |
| 3.  |
|  |  | % of Time |
| 4.  |
|  |  | % of Time |
| 5.  |
|  |  | % of Time |
| **Work Hours and Travel** |
| **Select all that apply.** |
| [ ]  Required to be on campus during core days/hours of *(please describe*) |  |
| [ ]  Work hours and location may be flexible under some circumstances *(please describe)* |  |
| [ ]  12 month | [ ]  Summer off | Number of weeks off: \_\_\_\_\_\_\_ |
| [ ]  Part-time (specify): |  |
| [ ]  Evening, holiday, or weekend work required |
| [ ]  Occasional, *please* *describe:* |  |
| [ ]  Regular, *please describe:* |  |
| [ ]  Periods of high volume/work load, *please describe:* |  |
| [ ]  Occasional travel required. *Please describe distance, frequency, trip duration, etc.* |

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| **Computer and Software Skills** |
| **Select all that apply** *to this job’s requirements.* Please provide additional comments if appropriate. |
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|  |  |  | **Level of Proficiency** |  |
|  | **Required** | **Preferred** | **Basic** | **Intermediate** | **Advanced** | **Comments** |
| Microsoft Office Excel |[ ] [ ] [ ] [ ] [ ]   |
| Microsoft Office Outlook |[ ] [ ] [ ] [ ] [ ]   |
| Microsoft Office PowerPoint |[ ] [ ] [ ] [ ] [ ]   |
| Microsoft Office Word |[ ] [ ] [ ] [ ] [ ]   |
| Databases |[ ] [ ] [ ] [ ] [ ]   |
| Web Development |[ ] [ ] [ ] [ ] [ ]   |
| Statistical Software |[ ] [ ] [ ] [ ] [ ]   |
| Jenzabar Software |[ ] [ ] [ ] [ ] [ ]   |
| Other |  |[ ] [ ] [ ] [ ] [ ]   |
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| **Supervisory Responsibilities** |
| Indicate the type and scope of supervisory responsibilities of this job. **Select only one.**  |
| [ ]  Not responsible for supervising others (students, staff, administrator employees) |
| **Non-Students** |
| [ ]  Assigned Lead (non-students): May recommend the following: employee hiring; disciplinary action and input on performance evaluations. |
| [ ]  Supervises work of others (non-students), including planning, assigning, scheduling and reviewing work, ensuring quality standards. Is responsible for hiring, terminating, training and developing, reviewing performance and administering corrective action for staff. Plans organizational structure and job content. |
| **Students** |
| [ ]  Assigned Lead (students): May recommend the following: employee hiring; disciplinary action and input on performance evaluations. |
| [ ]  Supervises work of others (students), including planning, assigning, scheduling and reviewing work, ensuring quality standards. Is responsible for hiring, terminating, training and developing, reviewing performance and administering corrective action for students. Plans organizational structure and job content. |

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| **Budget Responsibilities** |
| Please describe the job’s involvement in the budget process: |
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| **Education** |
| Indicate the **minimum** level of education generally necessary to effectively handle the job’s essential functions. **Select only one minimum educational level.** If the preferred level differs from the required, please state in the comments section. The required education level may differ from current employees in this position. |
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| Required | Level of Education | Field of Study |
|[ ]  High school diploma or GED |  |
|[ ]  Vocational or technical training |  |
|[ ]  Some College |  |
|[ ]  Bachelor’s degree |  |
|[ ]  Master’s degree |  |
|[ ]  Doctoral degree |  |
| Comments:  |
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| **Work Experience** |
| Indicate the minimum level of work related experience required to effectively perform the job’s responsibilities. This is not necessarily the same as the incumbent’s experience. **Select only one.** |
| [ ]  Less than 12 months | [ ]  3 – 5 years | [ ]  More than 8 years |
| [ ]  1 – 3 years | [ ]  5 – 8 years | [ ]  Other:  |  |

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| **Knowledge** |
| Please describe any specific knowledge, skills, or accountabilities needed to perform this job in the space provided. |
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| **Collaboration/Service** |
| Please describe the nature of collaboration and/or service to others required by the job and whether this occurs internally (with others at the University) or externally (with students, parents, donors, general public, vendors, media, other institutions, etc.) |
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| **Decision Making** |
| Indicate the type of impact of the decisions typically made by this job. **Select only one.** |
| [ ]  Decisions generally affect own job or specific functional area.  |
| [ ]  Decisions may affect a work unit or area within a department. May contribute to business and operational decisions that affect the department. |
| [ ]  Decisions have major implications on the management and operations of an area within a department. Job may contribute to important strategy, operational and business decisions that affect the department.  |
| [ ]  Decisions have significant, broad implications for the management and operations of a division. Job contributes to decisions on the overall strategy and direction of the University. |
| Please provide specific example(s) of the typical decisions: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Employee may work on longer-term, complex projects. Analyze and interpret data to make independent decisions and judgements |

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| **Problem Solving** |
| Indicate the nature of problems regularly encountered by this job. **Select only one.** |
| [ ]  Problems encountered are routine, somewhat repetitive and generally solved by following clear directions and procedures.  |
| [ ]  Problems are varied, requiring analysis or interpretation of the situation. Problems are solved using knowledge and skills, and general precedents and practices. |
| [ ]  Problems are highly varied, complex and often non-recurring; require novel and creative approaches to resolution. New concepts and approaches may have to be developed. |
| Please provide specific example(s) of the nature of problems regularly encountered by this job:  |

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| **Independence of Action** |
| Indicate the job’s general degree of independence of action. **Select only one.** |
| [ ]  Work is closely monitored by supervisor/manager; detailed instructions and procedures are generally provided. |
| [ ]  Work progress is monitored by supervisor/manager; incumbent follows precedents and procedures, and may set priorities and organizes work within general guidelines established by supervisor/manager. |
| [ ]  Results are defined and existing practices are used as guidelines to determine specific work methods and carries out work activities independently; supervisor/manager is available to resolve problems. |
| [ ]  Results are defined; incumbent sets own goals and determines how to accomplish results with few or no guidelines to follow, although precedents may exist; supervisor/manager provides broad guidance and overall direction. |
| Please provide specific example(s) of the job’s general degree of independence of action:  |

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| **Physical/Environmental Demands** |
| Indicate the typical physical and/or environmental demands required to effectively handle the job responsibilities and their frequency. **Select only one.** |
| [ ]  Office environment/no specific or unusual physical or environmental demands  |
| [ ]  Describe any unusual situations: |
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|  |  | Often | Sometimes | Rarely |
| Physical Effort | Vision and hearing abilities |[ ] [ ] [ ]
|  | Heavy lifting, carrying, etc. |[ ] [ ] [ ]
|  | Extensive standing, walking, etc. |[ ] [ ] [ ]
|  | Other:  |  |[ ] [ ] [ ]
| Environmental Conditions | Exposure to all weather conditions |[ ] [ ] [ ]
|  | Exposure to hazardous materials |[ ] [ ] [ ]
|  | Other:  |  |[ ] [ ] [ ]

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| **Additional Information** |
| Please describe as clearly and concisely as possible any additional information that would be important to fully understand the role, responsibilities, nature and scope of the job. |
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Molloy University, an independent, Catholic university rooted in the Dominican tradition of [study, spirituality, service and community](https://www.molloy.edu/about-molloy-college/mission-statement/four-pillars), is committed to academic excellence with respect for each person. Through transformative education, Molloy promotes a lifelong search for truth, the development of ethical leadership and respect for colleagues.

All Molloy University employees are expected to display an understanding of and a commitment to the University’s mission and core values; foster relationships with a spirit of inclusivity, compassion and respect; appreciate and celebrate differences and support a welcoming and hospitable environment that is responsive and helpful to all members of the Molloy community and beyond.

**Please sign below and send to Human Resources.**

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| Reviewed by: |  | Date: |  |
|  |  |  |  |
| Received in HR by: |  | Date: |  |

*FOR HUMAN RESOURCES ONLY*

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| Date of JD: |  | Position Control #: |  |
|  |  |  |  |
| HR Review: |  | IPEDS Code: |  |
|  |  |  |  |
| Pay Band/ Range: |  | FLSA Code: |  |