



	% of Time
5.	
	% of Time

**Supervisory Responsibilities:** *Indicate the type and scope of supervisory responsibilities of this job. Check only one box. Note: this refers to supervision of other employees, not programs or tasks.*

Not responsible for supervising employees.  
 Supervises student workers only.  
 Guides work of others who perform essentially the same work. May organize, set priorities, schedule and review work, but has no responsibility to hire, terminate, review performance or make pay decisions, e.g., Lead position.  
 Supervises work of others, including planning, assigning and scheduling work, reviewing work and ensuring quality standards, training staff and overseeing their productivity. May offer recommendations for hiring, termination and pay adjustments, but does not have responsibility for making these decisions.  
 Supervises work of others, 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.

**Fiscal Responsibility:**

**Do you have ultimate responsibility for the department's budget that includes but not limited to:**

- Establishes the budget
- Plans budget with Vice Presidents, Deans and UPRC

Yes  
 No

**If you answered no, please include any budget duties you perform in the "Duties and Responsibilities" section of this document.**

**If you answered yes, indicate the dollar value of the budget :**

**Education:** *Indicate the minimum level of education generally necessary to effectively handle the job's duties and responsibilities..*

Required	Preferred	
<input type="checkbox"/>	<input type="checkbox"/>	High school diploma or GED
<input type="checkbox"/>	<input type="checkbox"/>	Vocational or technical training – Field of study:
<input type="checkbox"/>	<input type="checkbox"/>	Associate's degree, or vocational or technical school degree – Field of study:
<input type="checkbox"/>	<input type="checkbox"/>	Bachelor's degree – Field of study:
<input type="checkbox"/>	<input type="checkbox"/>	Master's degree – Field of study:
<input type="checkbox"/>	<input type="checkbox"/>	Doctoral degree – Field of study:

Check here if experience may substitute for some of the above education and describe how:

*Additional information (such as licensure, certifications, valid Driver's License, etc):*

**NOTE: This section is assessing the proficiency level necessary to perform in this job. You will have an opportunity to note your level of proficiency later on the form.**

**Work Experience:** *Indicate the required level of work related experience required to effectively perform the job's responsibilities. This is not necessarily the same as your relevant experience. Check only one box.*

- Less than 12 months   
  1-3 years   
  3-5 years   
  5 – 10 years   
  More than 10 years – please specify \_\_\_\_\_

**NOTE: This section is assessing the proficiency level necessary to perform in this job. You will have an opportunity to note your level of information later on the form.**

**Knowledge:** *Indicate the depth and breadth of knowledge within the job's field or specialty that is required to effectively perform the duties and responsibilities of this job. This is not necessarily the same as your relevant experience. Check only one box.*

- Specialized knowledge not required.  
 Fundamental working knowledge of concepts, practices and procedures and ability to apply in varied situations.  
 Firm working knowledge of concepts, practices and procedures and ability to use in varied situations.  
 Comprehensive knowledge of theories, concepts and practices and ability to use in complex, difficult and/or unprecedented situations.

*Provide additional information if desired:*

**Skills:** *Describe the type and level of skills required to handle the job's responsibilities.*

Type	Level Required
<p><b>Analytical</b> - Identify the component parts of a situation. Identifies the relationship among variables. Looks at the components of a problem or situation. Recognizes the potential consequences or implications of situations, decisions, actions or ideas. Uses graphic illustrations to capture interrelationships and connections. Reformulates or restates the problem in different ways to look at it from different angles. Applies appropriate frameworks, principles, and models to solve problem.</p> <p><i>Describe:</i></p>	<p> <input type="checkbox"/> Basic - Applies the fundamental skills necessary for position  <input type="checkbox"/> Intermediate - Applies some advanced skills that allow employee to adapt and meet some complex or non-routine situations  <input type="checkbox"/> Advanced - Applies highly proficient and specialized skills that allow employee to function in situations that are varied, complex, and/or non-routine  <input type="checkbox"/> N/A         </p>
<p><b>Project/Process Management</b> - Organizes the planning process. Develops detailed project schedules including tasks, accountabilities and deadlines. Anticipate problems that may impede work. Communicates changes and progress.</p> <p><i>Describe:</i></p>	<p> <input type="checkbox"/> Basic    <input type="checkbox"/> Intermediate    <input type="checkbox"/> Advanced  <input type="checkbox"/> N/A         </p>
<p><b>Computer/Technical</b> - Uses word processing and data entry tools, and develops spreadsheets and presentations. Creates complex documents, spreadsheet analysis models and advanced graphics. Programs at a basic, intermediate, or advanced level. Conducts systems analysis and troubleshoots issues.</p> <p><i>Describe:</i></p>	<p> <input type="checkbox"/> Basic    <input type="checkbox"/> Intermediate    <input type="checkbox"/> Advanced  <input type="checkbox"/> N/A         </p>
<p><b>Office/Administrative Support</b> - drafts, edits, proofreads internal and external correspondence. Files department data and ensures files are organized. Perform data entry. Schedule meetings and appointments. Maintains and updates calendar(s) as appropriate.</p> <p><i>Describe:</i></p>	<p> <input type="checkbox"/> Basic    <input type="checkbox"/> Intermediate    <input type="checkbox"/> Advanced  <input type="checkbox"/> N/A         </p>

<p><b>Equipment Operation</b> - use common office equipment (computer, fax machine, copier, phone). Identify operational problems with common equipment and determine resolution. Repair and upgrade office and/or basic equipment. Operate specialized equipment requiring training. Identify operational problems with specialized equipment and determine resolution.</p> <p><i>Describe:</i></p>	<input type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced  <input type="checkbox"/> N/A
<p><b>Written and Oral Communications</b> - Tailors communications to effectively reach an audience. Keeps written and verbal communications clear and straightforward. Verifies understanding of agreements, issues, requirements, or conversations to prevent miscommunication. Observes one's effect on other through non-verbal cues and adjusts communications style to strengthen one's message. Actively listens and solicits information and feedback from a wide variety of sources. Negotiates with internal and/or external stakeholders.</p> <p><i>Describe:</i></p>	<input type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced  <input type="checkbox"/> N/A
<p><b>Other:</b></p> <p><i>Describe:</i></p>	<input type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced
<p><b>Other:</b></p> <p><i>Describe:</i></p>	<input type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced

**Collaboration/Interaction:** *Indicate the nature of collaboration and/or service to others required by the job and whether this occurs internally (with others at the organization) or externally (with general public, vendors, media, other organizations, etc.) Check all that apply.*

Internal to Xavier	External to Xavier	
<input type="checkbox"/>	<input type="checkbox"/>	Exchange of routine, factual information and/or answering routine questions.
<input type="checkbox"/>	<input type="checkbox"/>	Exchange detailed information or resolve varied problems.
<input type="checkbox"/>	<input type="checkbox"/>	Access to and/or works with sensitive and/or confidential information.
<input type="checkbox"/>	<input type="checkbox"/>	Identify needs/concerns of others, determine potential solutions, resolve or redirect appropriately.
<input type="checkbox"/>	<input type="checkbox"/>	Persuade, gain cooperation and acceptance of ideas or collaborate on significant projects.
<input type="checkbox"/>	<input type="checkbox"/>	Resolve conflict, negotiate or collaborate on major projects.
<input type="checkbox"/>	<input type="checkbox"/>	Handle sensitive issues and facilitate collaboration at the highest level.
<input type="checkbox"/>	<input type="checkbox"/>	Develop and maintain relationships to enhance work flow and work quality.

*Provide additional information if desired:*

**Decision Making:** *Indicate the type of impact of the decisions typically made by this job. Check only one box.*

*Example of the relationship of terms used herein to the areas they describe at Xavier:*

*Functional area = Accounts Payable*

*Department = Controllers Office*

*Division = Financial Administration*

<input type="checkbox"/>	Decisions generally affect own job or specific functional area.
<input type="checkbox"/>	Decisions may affect a work unit or area within a department. May contribute to business and operational decisions that affect the department.
<input type="checkbox"/>	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.
<input type="checkbox"/>	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 entire organization.

*Provide additional information if desired:*

**Problem Solving:** *Indicate the nature of problems regularly encountered by this job. Check only one box.*

<input type="checkbox"/>	Problems encountered are routine, somewhat repetitive and generally solved by following clear directions and procedures.
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- Problems are varied, requiring analysis or interpretation of the situation. Problems are solved using knowledge and skills, and general standards and past 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.

*Provide additional information if desired:*

**Independence of Action:** *Indicate the job's general degree of independence of action. Check only one box.*

- Work is closely monitored by supervisor/manager; detailed instructions and procedures are generally provided.
- Work progress is monitored by supervisor/manager; incumbent follows policies 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 past practices may exist; supervisor/manager provides broad guidance and overall direction.

*Provide additional information if desired:*

**Physical/Environmental Demands:** *Indicate the typical physical and/or environmental demands required to effectively handle the job responsibilities and their frequency.*

- Office environment / no specific or unusual physical or environmental demands.
- Specific physical requirements or environmental exposures. **Provide details on Addendum.**

**Additional Information about Job:** *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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The following two sections will allow you to expand upon your level of relevant proficiency of Knowledge and Job Experience in this job.

<b>Incumbent's Relevant Work Experience:</b> <i>Check only one box.</i>				
<input type="checkbox"/> Less than 12 months	<input type="checkbox"/> 1-3 years	<input type="checkbox"/> 3-5 years	<input type="checkbox"/> 5 – 10 years	<input type="checkbox"/> More than 10 years – please specify _____

<b>Incumbent's Relevant Knowledge:</b> <i>Check only one box.</i>
<input type="checkbox"/> Specialized knowledge not required.
<input type="checkbox"/> Fundamental working knowledge of concepts, practices and procedures and ability to apply in varied situations.
<input type="checkbox"/> Firm working knowledge of concepts, practices and procedures and ability to use in varied situations.
<input type="checkbox"/> Comprehensive knowledge of theories, concepts and practices and ability to use in complex, difficult and/or unprecedented situations.
<i>Provide additional information if desired:</i>

*The statements in this position description are intended to describe the general nature and level of work being executed by employee(s) assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of the job or individuals.*

NOTE: SUPERVISOR AND EMPLOYEE SHOULD KEEP AN ELECTRONIC COPY AND HARD COPY OF THE COMPLETED POSITION DESCRIPTION.

## ADDENDUM TO JOB DESCRIPTION

### Physical Requirements

*Please check the **level of frequency** that best describes the physical demands that are **required** for you to perform your job duties. Do not consider those parts of your job that, if you had a disability, a reasonable accommodation could be made. For example: If you were in a wheelchair, but had to occasionally move a box of paper, it would be a reasonable accommodation to have someone else move it for you. In that case, you would not consider moving the box as a required part of your job.*

***For each physical activity below, check the box that applies to your job.***

Physical Activity	Frequency of Activity			
	Not Required	Seldom	Often	Nearly Continuously
Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Repetitive hand motion (such as typing)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hearing, listening	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Talking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bending	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stooping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing stairs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing ladders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneeling, squatting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crouching	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crawling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Balancing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching overhead	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pulling, pushing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shoveling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting – up to 10 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting – up to 20 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting – up to 30 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting – up to 50 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting – over 50 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Work Environment

*This question describes your current working conditions. Check all the boxes that apply.*

<input type="checkbox"/>	<b>Office Environment:</b> Employees are protected from weather conditions or contaminants, but not necessarily occasional temperature changes.
<input type="checkbox"/>	<b>Outdoor Environment:</b> Employees work outdoors and may not be protected from weather conditions.
<input type="checkbox"/>	<b>Extreme Cold:</b> Temperatures typically below 32 degrees for more than an hour.
<input type="checkbox"/>	<b>Extreme Heat:</b> Temperatures above 100 degrees for more than an hour.
<input type="checkbox"/>	<b>Noise:</b> There is sufficient noise to cause you to shout in order to be heard above the noise level.
<input type="checkbox"/>	<b>Vibration:</b> Exposure to oscillating movements of extremities or whole body.
<input type="checkbox"/>	<b>Hazards:</b> Includes a variety of physical conditions, such as proximity to moving mechanical parts, moving vehicles, electrical current, working on scaffolding and high places, or exposure to chemicals in work setting.
<input type="checkbox"/>	<b>Oils:</b> There is air or skin exposure to oils or other cutting fluids.
<input type="checkbox"/>	<b>Infectious Diseases:</b> Employees are frequently exposed to contagious or infectious diseases.
<input type="checkbox"/>	<b>Atmospheric Conditions:</b> Conditions that affect the respiratory system, such as fumes, odors, dusts, mists, gases, or poor ventilation.
<input type="checkbox"/>	<b>Close Quarters:</b> Employees are frequently required to work in crawl spaces, shafts, man holes, sewage and water line pipes, and other areas that could cause claustrophobia.