

LINCOLN UNIVERSITY
FWS/IWA JOB DESCRIPTION FORM

Department: _____ **Department Code/Acct. #:** _____

Position Title: _____

Start Date: _____ **End Date:** _____

of FWS Position: _____ **# of IWA Position:** _____

Supervisor: _____ **Extension:** _____

POSITION DESCRIPTION

Please provide a brief description of the position, its responsibilities, as well as any pre-requisite experience that is required. Also list any special areas of expertise (e.g., computer operation, food preparation, physical labor) that are requisite for employment.

1. JOB RESPONSIBILITIES

Check the one statement that best describes the level of responsibility exercised by an individual in this position. Check only one:

- _____ 1. Performs one or two-step tasks (e.g., sort mail, file documents, etc.).
- _____ 2. Carries out tasks that require a sequence of steps usually performed in a particular order (e.g., process forms, type letters, etc.).
- _____ 3. Work is diversified and involved, resulting in some unique problems. The individual must exercise judgment and make decisions based on precedent or standard operating procedures.

2. JOB KNOWLEDGE

Select one of the following skill levels that most closely matches the knowledge and skill required to perform the job.

- 1. Basic Employment Knowledge: Is able to follow basic written or verbal instructions with a number of steps. Performs simple tasks (e.g., filing, photocopying, etc.) on a regular basis.
- 2. Advanced Employment Knowledge: Is able to follow detailed instructions. Performs more complex tasks with limited supervision.
- 3. Basic Technical Knowledge: has general knowledge of a special professional area (e.g., computer operations, laboratory assistance, lifeguard, trainer, CPR certified).
- 4. Advanced Technical Knowledge: has extensive knowledge of a special professional area or general knowledge of several areas.

3. COMPUTER USAGE

This question describes various levels of how computers, word processing systems or software programs may be used as part of a job. Higher levels assume skill mentioned previously (e.g., if you check #3, master of #2 is assumed). Check only one.

- 1. Not required to use a computer.
- 2. Use of a computer for query and basic data entry (e.g., look –up capabilities on the POISE system.)
- 3. Use of standard programs such as WordPerfect, Lotus, Quatro Pro, dBASE III, MS Word/Word/Excel/Access to produce letters, reports, or graphics.
- 4. Performs basic programming.
- 5. Performs advanced programming.

4. **JOB DEMANDS**

Check the one statement that best describes the degree of demands experienced in the job.

- 1. The position normally has a smooth workflow with few or limited significant interruptions.
- 2. The job normally has a varying workflow where duties, at times, must be handled simultaneously; periodic interruptions exist.
- 3. The job has a highly fragmented workflow where numerous job duties must be integrated simultaneously.

5. **SUPERVISION RECEIVED**

Select the one level that best describes the supervision received by the job.

The job is performed under:

- 1. Direct supervision, where work is assigned at frequent intervals and performance is checked regularly.
- 2. General supervision where standard practice enables the employee to proceed alone on routine work.
- 3. General direction, working from policies and general objectives. The employee refers specific problems to the supervisor only when there is a need to create, modify or exceed a Lincoln University policy.

6. **SCOPE OF SUPERVISION**

Check the one statement that best reflects the level of supervisory responsibility.

- 1. No responsibility or authority for supervising others.
- 2. Trains other and acts in a lead or senior role in relationship to other positions that perform essentially the same work.
- 3. Supervise the work of other student employees.
- 4. Supervise the work of others who serve in a supervisory capacity.

7. **PHYSICAL EFFORT**

Check the statement that best describes the physical effort required for the job.

- 1. The job is physically comfortable and mostly requires just the normal sitting position.
- 2. The job sometimes requires stooping or bending; some very light lifting such as three or four reams of paper or books (up to 20lbs.) may be required.
- 3. The job regularly requires waling or standing for several hours on a routine basis, or lifting of moderately heavy items such as typewriters or boxes of records (up to 40lbs.).
- 4. The job requires a lot of physical effort such as regular climbing of ladders, lifting of heavy objects (up to 80lbs.) on a frequent basis, etc., for a long period of time.

8. **WORK ENVIRONMENT**

Please review each statement and indicate the one which best describes the work environment.

- 1. A normal work environment with acceptable lighting, temperature and air conditions.
- 2. An environment that, at times, is subject to disagreeable conditions.
- 3. An environment that continuously is exposed to unpleasant levels of heat, cold, wetness and/or air pollution. The position may involve routine exposure to soiled materials and light chemical substances such as cleaning solutions.

9. **ADDITIONAL INFORMATION**

In the space below, please provide any additional information about the position that you think is relevant.