Rochester, NY 14618

www.naz.edu

NOTE: Guide to Developing Staff Job Descriptions at Nazareth College should be reviewed prior to completing a description in this format. The guide can be accessed on the HR forms page of the HR web page.

STAFF JOB DESCRIPTION

POSITION INFORMATION				
Department:		Effective Date:		
Job Title:		Division:		
Job Reports to (Title):		Pages:		
FOR HUMAN RESOURCES USE ONLY				
FLSA Status:	Administrative	Support		
Hours Per Week:	Weeks Per Year:	Grade:		
SOC Code:	EEO Code:	Job #:		
PRINCIPAL and ADDITIONAL AC	COLINTARII ITIFS			
PRINCIPAL and ADDITIONAL ACCOUNTABILITIES				
I. PRINCIPAL ACCOUNTABILITIES (Essential Functions)				
			%	
			%	

	%
	%
	%
	%
	%
	%
II. ADDITIONAL ACCOUNTABILITIES	
	%
	%
	%

REQUIRED QUALIFICATIONS

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•	Exceptional organizational skills and be able to attend to and prioritize projects. Ability to successfully manage interpersonal working relationships. As appropriate, collaborate with staff in other units and divisions to achieve the goals of the College.
•	Strong written and verbal communication skills.
•	Handles confidential information sensitively and appropriately.
•	RED QUALIFICATIONS (optional)
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REQUIR	ED COMPETENCIES
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_	Demonstrates commitment to working in a diverse workplace and to building a pluralistic
	Demonstrates commitment to working in a diverse workplace and to building a pluralistic community by promoting an increased understanding of individual differences and perspectives
	that will enable workforce cohesiveness. High emphasis placed on professionalism, efficiency and a positive attitude.
•	Annual participation in professional development; focuses on acquiring, improving and applying technological and other skills that are essential to achieving the goals of the College.

SOFTWARE APPLICATIONS and EQUIPMENT TO BE USED

Type of Technology, Equipment, Tool	Software Skill Level	

PHYSICAL REQUIREMENTS

ACTIVITY	REQUIRED on a daily or weekly basis	REQUIRED 1 to 2 times per month or less frequently
Standing		
Walking		
Sitting		
Lifting	Lbs.	Lbs.
Carrying	Lbs.	Lbs.
Pushing	Lbs.	Lbs.
Pulling	Lbs.	Lbs.
Climbing		
Balancing		
Stooping, Kneeling, Crouching, Crawling		
Reaching		
Handling		
Speaking		
Hearing		
Seeing		
Depth Perception		
Color Vision		
Repetitive Motion		
Ability to Travel Commercially		

Additional physical requirements for this job:

This job description is intended to describe essential job functions used to assess the performance of an employee and is not intended to be an all-inclusive statement of job responsibilities.