RWU POSITION DESCRIPTION
OFFICE OF

EMPLOYMENT UNIT: Office of Enter Name of Division
DEPT/DIVISION: Enter Department Name
TITLE: Enter Position Title – If revising title, enter original and new title
SYSTEM TITLE: (LEAVE BLANK – ENTERED BY HR)
REPORTS TO: Enter Supervisor’s Title
POSITIONS SUPERVISED: Enter Titles of Positions Supervised
SALARY GRADE: (LEAVE BLANK – ENTERED BY HR)
DATE: Enter Job Description Draft Date
REVISION DATE: Enter Job Description Revision Date if Applicable

DEFINITION: Enter a brief summary of the role as it relates to the University and the Department. Include any other positions, departments or divisions that this role interacts with and the nature of the interaction.

ESSENTIAL FUNCTIONS: THIS SECTION IS TO LIST THE MAJOR JOB DUTIES AND THE KEY TASKS THAT ARE TO BE ACCOMPLISHED WITHIN THESE JOB DUTIES. THERE IS NO STRICT LIMIT ON THE NUMBER OF MAJOR JOB DUTIES BUT TYPICALLY THERE ARE 3-6 MAJOR JOB DUTIES. A DEAN, ASSOCIATE or ASSISTANT DEAN MAY HAVE MORE. EXAMPLES OF MAJOR JOB DUTY HEADINGS INCLUDE: OPERATIONAL MANAGEMENT – ADMINISTRATIVE – TUTORING – OPERATIONAL MANAGEMENT – BUDGET OVERSIGHT – STAFF

1. Major Job Duty Heading:
   a. Key Task
   b. Key Task
   c. Key Task
   d. Key Task

2. Major Job Duty Heading:
   a. Key Task
   b. Key Task
   c. Key Task
   d. Key Task

3. Major Job Duty Heading:
   a. Key Task
   b. Key Task
   c. Key Task
   d. Key Task
ADDITIONAL FUNCTIONS:

IN THIS AREA ENTER ANY ADDITIONAL JOB DUTIES THAT ARE NOT A PRIMARY DUTY FOR THIS ROLE BUT RATHER MAY INCLUDE RELATED DUTIES.

EXAMPLES:
- COMMITTEE PARTICIPATION
- PROVIDING ASSISTANCE TO ANOTHER POSITION
- BACK UP FOR ANOTHER POSITION
- PERFORM OTHER DUTIES AS REQUESTED OR DIRECTED

The sentence below is part of every job description, is included in this section and relates to Confidentiality:

Respect and maintain confidentiality, parameters of operation, professional protocols, and individual privacy.

Perform other duties as assigned by supervisor of his/her designee.

ESSENTIAL CHARACTERISTICS: The Core Competencies below are part of every non-aligned job description and are specified in the "Roger Williams University Performance Management Program. Both Core and Functional competencies are to be used in measuring the employee’s performance under the University Performance Management Program. Please complete the Functional Competencies section.

Successful performance of this position demands consistent demonstration of the following uncompromised performance characteristics:

Core Competencies:

1. Honesty & Integrity: The resolute commitment to and demonstrable respect for the spirit and intent of the rules and core values of the organization, setting an example of true professionalism and ethical propriety.

2. Professionalism: Conducts oneself at all times in a conscientious, committed, and ambassadorial manner demonstrating respect for the position, colleagues, and the University’s best interest.

3. Achievement Orientation: Demonstrates a genuine commitment to concern for achieving or surpassing results against legitimate and increasingly elevated standards of excellence, showing passion for continually improving the delivery of services. Self-motivated to outperform standard expectations.

4. Accomplishment Aptitude: Exhibits a high degree of initiative for bringing tasks to successful completion and succeeding in achieving stated goals. Maximizes the use of available resources in order to consistently deliver successful outcomes.

5. Client/Customer Focus: Initiates and develops positive working relationships with internal agents of the University and external clients that are built on trust and integrity. Ability to assess employee "needs" and "wants" to deliver positive and professional outcomes. Encourages feedback and communication to ensure continuous quality improvement.

6. Commitment to Mission and Objective: Demonstrates loyalty to University and Department goals. Embodies and articulates the core values of the organization, respecting the University’s pursuits, from local to global.
7. **Initiative:** Proactively identifies problems, obstacles and opportunities. Implements decisive action appropriate to the position; assesses needs and concerns of the workplace environment in order to address current or future challenges. Acts prudently within the bounds of and to the extent of position authority.

8. **Continuous Improvement:** Analyzes and adjusts goals, objectives, and/or courses of action to meet needs in a changing environment. Recognizes when a situation calls for or could benefit from a different approach. Queries the utility of conventional methodologies.

**Functional Competencies:**

Please refer to and use the “**Functional Competencies**” section located in Appendix A of the Performance Management Program guide and select those that are applicable to this job.

Also include examples or illustrations of how the functional competency is demonstrated through the work that is to be performed or the behavior that is to be exhibited by the job incumbent. Examples are given in the Functional Competencies section of the Performance Management Program guide.

Both Core and Functional competencies are to be used in measuring the employee’s performance under the University Performance Management Program. The link below is for the Performance Management Program Guide:

http://rwu.edu/sites/default/files/performance_management_program.pdf

**Below is a list of the standard Functional Competencies to select from for this job:**

Range
Adaptability
Teaming Orientation and Aptitude
Conflict Resolution
Consensus Development
Communication Acumen
Relationship Building
Leadership
Issue Analysis & Resolution
Influence Strategy Acumen
Developing Others
Discipline Expertise
Organizational Awareness
PREREQUISITE QUALIFICATIONS:

The required minimum qualifications for this job. Degree level and the discipline. Number years of work experience and what type of experience. Computer skills (List type of software and/or hardware and level of proficiency- Basic, Intermediate, Advanced). Other requirements such as: Certifications/Licenses/Travel.

SOFT SKILLS: Work habits, Communication Skills, etc.

PREFERRED QUALIFICATIONS:

The desired qualifications for this job. Examples include a higher degree, specific work experience or exposure to certain situations that might commonly occur in this job. Examples include Datatel experience, working with international organizations, experience with student workers.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Sitting, standing, walking, and bending are required of this position. Use of a computer keyboard and computer screen for periods of time with close vision and the ability to adjust visual focus plus manual dexterity are required.

MENTAL DEMANDS: The mental demands described are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Examples of mental demands include reading (documents), detailed work, confidentiality, language, math, reasoning, oral communications, written communications, customer contact, multiple concurrent tasks, constant interruptions, and performing calculations when necessary.

At the University’s discretion, the education and experience prerequisites may be excepted where the candidate can demonstrate, to the satisfaction of the university, an equivalent combination of education and experience specifically preparing the candidate for success in the position.

Signatures and Approvals

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All authorized position descriptions require the approval of Human Resources.

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HUMAN RESOURCES USE

Job Title
Job Code:
FLSA Classification:
Employment Basis:
RWU Benefit Class:
IPEDS Description:
Salary Grade: