Job Description

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| --- | --- | --- | --- |
| **Job Title:** | Position Title | **Job Family:** | Job Family Name |
| **Type:** | Classified - Exempt  Classified - Non-Exempt *or*  A&P - Exempt | **Job Code:** | Ex. 12345 |
| **Department:** | Department Name *or* Available in different departments | **Salary Grade:** | Ex. 12 |
| **Reports to:** | Supervisor Title *or* Based on Department | **Created/Revised:** | Ex. 04/15/2021 |
| **Work Modality:** | On-Campus, Remote, Hybrid: On-Campus & Remote, or May vary dependent upon department needs |  |  |

# Job Summary

Provide a Summary of the Job. Your summary should describe an overview/basic purpose of the job and list key expectations in order of importance for the position. It is recommended this section should be three to four sentences.

# Core Responsibilities

## Describe all Core Responsibilities for the position. This is to include any supervisory (staff/function) requirements for the position

## Core Duty 2

## Core Duty 3

## Core Duty 4

## Demonstrates UTSA core values: Integrity, Excellence, Inclusiveness, Respect, Collaboration and Innovation.

## Performs other duties as assigned.

# Minimum Requirements

**Education/Certifications**

* List minimum Education or Certifications required
* Ex. High school graduate or equivalent

**Experience**

* List experience required including number of years
* Ex. Experience with Enterprise Resource Planning system
* Ex**.** 2 years customer service experience
* Ex. 3 years managerial experience, specifically in university setting

# Knowledge Skills & Abilities

* List any knowledge, skills and abilities needed, to include both hard and soft skills
* Ex. Basic understanding of clerical procedures and systems such as recordkeeping and filing
* Ex. Demonstrated independent decision-making and problem solving ability
* Ex. Excellent verbal and written communication skills
* Ex. Proficient in Microsoft Office Suite

# Core Competencies

*Instructions*: *Select the appropriate Competency section below based on position.* ***Options****: Individual Contributor (IC), People Leader (PL), or Executive (Exec). Delete this instructions paragraph, Competency header (IC, PL, or Exec), and other Competency sections not applicable to position.*

Individual Contributor:

Customer Focus, Dealing with Ambiguity, Functional and Technical Skills, Action Oriented, Self-Development

People Leader:

Decision Quality, Managerial Courage, Developing Direct Reports, Dealing with Ambiguity, Business Acumen, Strategic Agility

Executive:

Directing Others, Interpersonal Savvy, Perspective, Business Acumen, Organizational Agility

# Working Conditions

**Working Environment:**

* Describe Working Environment of the Position
* Ex. Office Environment.
* Ex. Requires use of personal computing equipment, telephone, multi-functioning printer and calculator.
* Ex. Ability to travel to and from meetings, training sessions or other business-related events.
* Ex. After hours and weekend work is required on an occasional basis.
* Ex. Occasional after hours and weekend work or overtime may be required

**Physical Demands:**

* Describe any Physical Demands of the Position
* Ex. Sedentary work; sitting most of the time. Jobs are sedentary, if walking and standing are required, only occasionally.
* Ex. Exerts up to 10 lbs. of force occasional