**Michigan Technological University**

**Human Resources – Employment Services  
STAFF Job Description**

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| **Position Title** |  |
| **Department** |  |
| **Location** |  |
| **Full-time/Part-time** |  |
| **Full-Time Equivalent (FTE) %** (1=100%) |  |
| **Appointment Term** (in months) |  |
| **Pay Type** (Salary or Hourly) *\*subject to FLSA determination by HR* | Salary or Hourly |
| **Negotiable (No Less Than $\_\_\_\_\_)** |  |
| **Title of Position Supervisor** |  |

**Position Summary Information:** *Essential Duties and Requirement Details*

**\*** = ***Required Field***

***\*\* = University Required Language***

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| ***University Required Statement:*** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.\*\** | |
| **Job Description**  **Summary\*** | Insert 3-5 sentences describing the functions of the position. |
| **Essential Duties & Responsibilities\*** (other duties may be assigned) | 1.  2  3  4  5  .  .  .  .  13. Commit to learning about continuous improvement strategies and applying them to everyday work. Actively engage in University continuous improvement initiatives. 14. Apply safety-related knowledge, skills, and practices to everyday work. |
| **Required Education, Certifications, Licensures\*** (minimum requirements) |  |
| **Required Experience\*** (minimum requirements) |  |
| ***Desirable* Education and/or Experience** | • |
| **Required Knowledge, Skills, and/or Abilities\*** (minimum requirements) | •  • Demonstrated ability to communicate effectively across cultural boundaries and work harmoniously with diverse groups of students, faculty, and staff. • Demonstrated commitment to contribute to a safe work environment. |
| ***Desirable* Knowledge, Skills, and/or Abilities** | • |
| **Work Environment and/or Physical Demands\*\*** | *WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*  The noise level in the work environment is usually low to moderate. |
| **Required Training and Other Conditions of Employment\*\*** | Every employee at Michigan Technological University will receive the following four required trainings; additional training may be required by the department.  **Required University Training:**   * Employee Safety Overview * Anti-Harassment, Discrimination, Retaliation Training * Annual Data Security Training * Annual Title IX Training   **Background Check:**  Offers of employment are contingent upon and not considered finalized until the required background check has been performed and the results received and assessed. |
| **Special Instructions to the Applicant** |  |
| **Additional Information**  (This could include the link to your departmental website) |  |