**Michigan Technological University**

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

**Position Information:** *Basic Details*

Complete all fields below. Several examples are included to help guide you through this posting process, feel free to type over the examples given below.

|  |  |
| --- | --- |
| **Position Title** |  |
| **Department** |  |
| **Location** | Main Campus – Houghton, MI |
| **Full-time/Part-time** | Full-time |
| **Full-Time Equivalent (FTE) %** (1=100%) | 1.00 |
| **Appointment Term** (in months) | 12 months |
| **Pay Type** (Salary or Hourly) *\*subject to FLSA determination by HR* | Salary |
| **Negotiable (No Less Than $\_\_\_\_\_)** | N/A |
| **Title of Position Supervisor** |  |
| **Posting Type** (‘Internal-Only’ or  Internal & External’) | N/A |

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

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

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

|  |  |
| --- | --- |
| ***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) | • |
| ***Desirable* Knowledge, Skills, and/or Abilities** | •   * **Demonstrated success in, or potential future contributions to, working with persons from diverse backgrounds, creating a sense of belonging, and fostering a fair, objective, welcoming place to work for persons with a wide variety of personal characteristics and viewpoints.** |
| **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 3 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   **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. |