

# Job Description Form

## Southern Methodist University

**Date:**

**Proposed Job Title:**

**Functional Title (if applicable):**

**Position is:**

**Vacant/Replacement**

**Occupied Position**

**New**

If vacant or replacement, enter name of last employee in position. If occupied, enter name of current employee in position.

If a current employee will be moving into this position, enter name of employee.

**What action(s) will be taken for the position?**

Update job description

Reevaluate/Reclassify

Promotion

Post job and conduct a search

Other

**Position # (if known):**

**Home Base Org:**

**Position works:**

**Proposed salary for position:**

**Salary will:**

**Department/School:**

**Where (i.e. physical location) will the employee be performing the work?**

**Position reports to: (Information for performance reviews will be sent to this person)**

**Submitted by:**

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**Job Summary:** Briefly summarize (3-4 sentences) the main purpose and primary function of the job in terms of how it contributes to the accomplishment of department, school, division, or University objectives.

**Essential Functions:** Describe the essential functions performed by this position. An “essential function” is defined as a major responsibility that is critical to the role and is one of the key purposes for the establishment of the role. Also include tasks where removing the task would clearly alter the position. Use language so that the description can be easily understood by persons unfamiliar with the work. Then estimate the percent of time that is spent performing each task. *List in order of importance beginning with most important and include percentage of time spent on function. Must add up to 100%.*

1. %

2. %

3. %

4. %

5. %

6. %

7. %

8. %

9. %

10. %

**Education Requirements:** Indicate the level of education needed to perform the essential functions of the role and, if applicable, the preferred level of education.

	High school diploma or equivalent	Associate's degree	Bachelor's degree	Master's degree	Doctoral degree	Juris Doctor
<b>Education Required</b>						
<b>Education Preferred</b>						

**Specific field of study for degree.** Indicate if the specific field is required or preferred.

**Work Experience:** Indicate the level of work experience needed to perform the essential functions of the role. This is not necessarily the same as the current employee's experience.

	0 years	1 year	2 years	3 years	5 years	7 years	10 years
<b>Work Experience Required</b>							

**NOTE: HR evaluates each job description according to the content of the form and determines an appropriate job title. All job titles are assigned minimum education and work experience requirements. If the level of education and/or work experience indicated does not match the assigned minimum requirement, it may be included as a preferred qualification.**

**Type of work experience:** (e.g., providing administrative support, accounting and/or financial role) Indicate if the type of work experience is required or preferred. This may include specific types of roles and/or understanding of a particular functional, organizational, or industry sector.

**Training and Certification, Licensure, or Registration:** If applicable, list specific training and/or certifications, licensure, and/or registration. If applicable, indicate if the certification, licensure and/or registration is required or preferred.

**Knowledge, Skills and, Abilities:**

	Required	Preferred
Strong written communication		
Strong verbal communication		
Strong interpersonal skills		
Strong customer service orientation		
Problem solving		
Time management		
Organizational and planning skills		
Project management		
Attention to detail		

**Other Knowledge, Skills and Abilities:** Indicate if the knowledge, skill, and/or ability is required or preferred.

**Software Skills:** Indicate if the software skill is required or preferred.

**Does position require regular evening or weekend work? If so, explain:**

**Does position require travel? If so, explain (e.g., minimal, occasional, or frequent):**

**Does position have other any other special job conditions? If so, explain:**

**Decision Making:**

Indicate the level of impact of decisions typically made by the role:

Decisions generally affect own job or specific functional area.

Decisions may affect a work unit or area within a department. May contribute to business and operational decisions that affect the department.

Decisions have major implications on the management and operations of an area within a department. Job may contribute to important strategy, operational, and business decisions that affect the department.

Decisions have significant, broad implications for the management and operations of a major department or multiple departments. Job contributes to decisions for the overall strategy and direction of SMU.

**Problem Solving:**

Indicate the nature of problems regularly encountered by this job

Problems encountered are routine, somewhat repetitive, and generally solved by following clear directions and procedures.

Problems are varied, requiring analysis or interpretation of the situation. Problems are solved using knowledge and skills, general precedents, and practices.

Problems are highly varied, complex, and often non-recurring, requiring novel and creative approaches to resolution. New concepts and approaches may have to be developed.

Problems are broad, complex, and abstract, often involving University-wide issues. Must develop solutions using substantial creativity, resourcefulness, innovation, negotiation, and diplomacy.

**Supervision Needed/Independence of Action:**

Check appropriate level

Immediate Supervision: the incumbent is assigned duties according to specific procedures. Work is checked frequently, and there may be formal training. Work is closely monitored by supervisor. Detailed instructions and procedures are generally provided.

General Supervision: the incumbent performs a variety of routine tasks/duties within established policies and procedures. Work progress is monitored by supervisor. Follows precedents and procedures. May set priorities and organize work within general guidelines established by supervisor, who is available to resolve problems.

Direction: the incumbent receives guidance with respect to general objectives. Develops procedures for the performance of a variety of duties or performs complex duties within established policy/guidelines. Sets own goals and determines how to accomplish results with some guidelines. Supervisor provides broad guidance and overall direction.

General Direction: the incumbent receives very general guidance with respect to overall objectives. Establishes procedures for attaining specific goals and objectives in a broad area of work within the limits of the established policy/guidelines. Only final results are typically reviewed. Sets goals and priorities for functional area. May make recommendations for department policies, practices, and programs.

Nominal Direction: the incumbent receives very broad guidance with respect to goals and overall objectives and is responsible for establishing methods to attain them. Generally the incumbent is in charge of an area of work, and typically formulates policy for this area, but may not necessarily have final authority for approving policy. Sets direction and vision for major departments or multiple departments. Establishes priorities, develops policies, and allocates resources.

**Does the position work at or operate a camp or program involving minors (those under 18 years of age) OR Act on behalf of SMU in negotiating camps/programs either in SMU facilities or by SMU employees at non-SMU facilities?**

Yes                      No

**Will this position be designated as a Campus Security Authority (CSA)?**

**A CSA fulfills the following roles:**

1. Campus police or campus security (or individual fulfilling this role and not with campus police/security).
2. Individual or office designated as entity to which students/employees should report criminal offenses.
3. University official (one who has the authority and duty to take action or respond to particular issues on behalf of the University) such as Dean of Students, Director of Athletics, Team Coaches, Faculty Advisors, Resident Hall staff, Title IX Coordinator.
4. University official with significant responsibility for student and campus activities i.e., student housing, student discipline/campus judicial proceedings, athletics, oversight for student clubs/organizations.

Yes                  No

**Does this position have fiscal/financial responsibility?**

Yes                  No

**Fiscal/Financial Responsibility:** If position has fiscal/financial responsibility, please complete the section below.

	Yes	No
Analyzes budgetary data, verifies figures, and develops budget proposals; recommends allocation of budgetary funds		
Full responsibility for planning, forecasting, and final approval of budget		
Bank transactions/investments		
Invoice processing, approval, or payment		
Procurement card		
Deposits (cash, check, credit card transactions)		
Purchasing responsibility (supplies, etc.)		
Monitors expenditures against budget; prepares necessary documentation for supervisory review/approval; tabulates budgetary data, calculates figures, and checks for accuracy		

**Does this position supervise others?**

Yes                  No

**Supervisory/Management Experience:** If applicable, indicate the minimum level of supervisory/management experience required to perform the essential functions of the role. This is not necessarily the same as the current employee's experience. This number should be part of the total experience years, not in addition to them.

	0 years	1 year	2 years	3 years	5 years	7 years	10 years
Supervisory Experience Required							

If applicable, indicate authority and responsibility for direct reports for the following tasks:

	No Authority	Makes Recommendations	Makes Decisions
Interviewing and hiring employees			
Approving overtime and/or leave			
Merit increases			
Discipline and Discharge			
Assigning tasks and directing work			
Performance evaluation			
Promoting and reclassification			
Complaint and grievance resolution			

Name and title of direct reports (include regular employees, not student workers)

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**Physical/Environmental Demands:** If applicable, indicate whether physical and/or environmental demands are required to effectively complete the job's responsibilities. Check the appropriate boxes:

- |                              |                            |                         |
|------------------------------|----------------------------|-------------------------|
| Bend                         | Squat                      | Stand                   |
| Crawl                        | Climb                      | Walk for long distances |
| Reach above shoulders        | Handle objects (dexterity) | Push/Pull               |
| Carry/lift 25 lbs.           | Carry/lift over 25-50 lbs. | Carry/lift over 50 lbs. |
| Sit for long periods of time | Kneel                      |                         |

**Environmental:**

- Exposure to excessive noise
- Around moving machinery
- Exposure to marked changes in temperature/or humidity
- Exposure to dust, fumes, gases, radiation, microwave
- Drives motorized equipment
- Work in confined quarters



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**JOB EVALUATION & CLASSIFICATION (HR Use Only)**

**Job Title:**

**Position #:**

**Job Code:**

**Pay Grade:**

**Salary  
Range:**

**FLSA Status:**

**Exempt**

**Non-Exempt**

**Date:**