

GREEN RIVER COLLEGE

JOB DESCRIPTION

POSITION TITLE:

REPORTS TO: (Position Title)

Click here to enter text.

Click here to enter text.

DEPARTMENT:

FLSA EXEMPT:

Click here to enter text.

Choose an item.

SUPERVISORY:

LEAD:

NUMBER OF POSITIONS SUPERVISED/LEADS:

Choose an item.

Choose an item.

Click here to enter text

PURPOSE OF POSITION:

(This section is the general description of the primary responsibilities of the employee, such as outlining goals, achievements and functions.)

Click here to enter text

COMPETENCIES: (Select top six necessary for successful performance)

Choose an item.

FOR MORE CLARIFICATION ON [PERFORMANCE MANAGEMENT COMPETENCY EXAMPLES](#), PLEASE SEE THE HUMAN RESOURCES PERFORMANCE ASSESSMENT TOOLS WEBSITE:

[Classified-Performance Assessment Competency Examples with Performance Statements.doc](#)

COLLABORATION & STAKEHOLDER ENGAGEMENT:

- Click here to add text
-

Required Training:

- Non-discrimination
 - Ethics
 - Child Abuse and Neglect
 - Safety Orientation
 - Title IX
 - Procurement 101
 - FERPA
-

PRIMARY DUTIES AND RESPONSIBILITIES:

- Click here to add text
 - Perform other job duties as assigned.

 - **Minimum Qualifications:**
 - click here to add text.
-

SPECIAL REQUIREMENTS, LICENSES AND CERTIFICATIONS:

- Able to pass and maintain a background check
-

WORKING CONDITIONS:

- Example text below: Update with your own working conditions should they defer
- Must be able to sit for long periods at a desk/computer workstation.
- Frequent repetitive arm, hand, and finger motions.
- Frequent use of computer and exposure to terminal screen in performing work assignments.
- Work in an office setting with frequent interruptions.
- Must be able to maintain “regular and predictable attendance”

- May need to carry, lift or move equipment/supplies up to ## lbs
- Work schedule: Monday through Friday.

Non-Discrimination Statement:

Equal Opportunity Employer and Statement of Non-Discrimination: Green River College does not discriminate on the basis of race, color, national origin, citizenship or immigration status age, perceived or actual sensory, physical or mental disability, pregnancy, genetic information, gender, sexual orientation, gender identity, marital status, creed, religion, honorably discharged veteran or military status, or the use of a trained guide dog or service animal.

Green River College prohibits discrimination on the basis of sex, including sex-based harassment, and sex discrimination in any education program or activity that it operates, as required by Title IX and its regulations, including in admission and employment. Inquiries about Title IX may be referred to Green River College’s Title IX Coordinator, the U.S. Department of Education’s Office for Civil Rights, or both.

INCUMBENT: (Please print name)

INCUMBENT: (Please Sign)

DATE COMPLETED:

SUPERVISOR: (Please print name)

SUPERVISOR: (Please Sign)

DATE COMPLETED:

***NOTE –A copy signed by both the employee and supervisor must be forwarded to Human Resources in order to be place in the employee’s personnel file. Before changing assigned responsibilities, contact your HR Labor Manager.**