**HR USE ONLY:**

EE Class:

Salary Grade:

PCLS Code:

Effective Date:

**Date:**

**Department:**

**Specific Job Title:**

**Reports to**:

**Campus:**  [Queens, Staten Island, other]

**Job Summary:**

Summarize the position in 2-3 sentences including the direct reporting relationship and whether the position is accountable for leadership and/or supervision of direct reports.

**Essential Functions:**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The description of the task should include the intended result or outcome, e.g. compiles monthly reports to allow monitoring of the department’s budget.

* Describe all **major** responsibilities of the position here.
* Highlight the day to day activities of the position

**Competencies**

List all **required** qualifications and skills a candidate must have (or be able to demonstrate) in order to perform in the role successfully. Include a list of hard and soft skills. Examples can include relationship management, communication, leadership, supervision, specific technical skills. Include the level of skill required and preferred for each and the type of knowledge required about the professional expertise.

**Supervisory Responsibility**

Indicate the level of supervisory responsibility that applies to the position. [*e.g.: This position manages employees in the [specify] department/function and is responsible for the hiring and performance management of the employees within that department.]*

List the titles and number of employees this position will supervise, as applicable:

**Work Environment**

Describe the work environment. *[e.g.: This position operates in a professional office environment; This position is required to use standard office equipment such as personal computers, printers, etc.]*

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

[*Customize this section for the unique needs of this position., e.g.* *While performing the duties of this job, the employee is occasionally required to stand; move about; sit; to carry work and use controls; reach with hands and arms; climb stairs; communicate. The employee must occasionally lift or move up to xx lbs. Specific vision abilities required by the employee include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus, etc.].*

**Environmental Conditions**

If applicable, indicate where the work environment has any unique conditions, i.e. noise, fumes, odors, gases, dust, hazards, etc.

**Position Type/Expected Hours of Work**

Indicate whether the position is full-time, part-time, temporary, etc., and the expected hours. For example: days and hours of work are Monday through Friday, 8:30 a.m. to 4:30 p.m. [*Customize this section to add specific hours as necessary, e.g. This position regularly requires long hours and weekend work.*]

**Travel**

Indicate any travel expectations or requirements. [*Customize this section, e.g., Travel is primarily local and may include visits to the other NY campuses; or* *Some travel is out-of-area and overnight travel may be required.]*

**Required Education and Experience:**

Describe the education and years of experience required based on requirements that are job related and consistent with needs of the department. Include a specific degree(s) where necessary. See example below:

* Bachelor’s degree and 8-10 years related experience or training, or equivalent combination of education and experience.
* List licenses or certifications required/preferred.

**Preferred Education and Experience:**

Indicate preferred education and experience based on requirements that are job related and consistent with needs of the department. Include a specific degree(s) where preferred. See example below.

* Master’s degree
* CPA

**Additional Eligibility Qualifications**

Include, as applicable, any additional eligibility qualifications such as certifications or licensing or the ability to obtain or maintain current certifications/licenses within a specified timeframe.

**Other Duties**

Include a statement to address flexibility and changes that may be necessary, such as:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time, with or without notice.