POSITION
DESCRIPTION
TEMPLATES
&
EXAMPLES

Access entire ADA & Position Description Training Manual at http://www.uc.edu/hr/equal_opportunity/ada.html
POSITION DESCRIPTION TEMPLATE

Classification Specification for
Classified/Unclassified Service

Title: Pay Scale Group: 

Job Description
This section is a summary of the general characteristic duties in a job family, i.e., program coordinator or laborer. It is a statement of the general duties, responsibilities, and qualifications that are within the scope of the job classification. Majority of job descriptions are created and maintained by Compensation.

Job Characteristic Duties
This section is a list of general duties responsibilities, and qualifications in a job that are within the scope of the job classification.

Job Unusual Working Conditions
Working conditions include the environmental and other conditions which might affect the desirability of the job. Such things as exposure to hazards, adverse weather conditions, odors and other unpleasant surroundings, frequent overtime, extensive travel, and other related factors should be included in this section.

Job Minimum Qualifications
Minimum qualifications define the level of skills (experience and/or education) needed by an individual to perform the job and meet the job’s standard. Contact Compensation to add to the minimum qualifications.

Position Description (Essential Functions)
Essential position functions represent the fundamental job duties and responsibilities of the position the individual will be performing. Persons with disabilities must be able to perform these duties with or without reasonable accommodations.

Position Ideal Qualifications
This section is the knowledge, skills, abilities, or certifications that are ideal but not required.

Physical Requirements
This section lists the actual physical actions or mental requirements necessary to perform the essential job functions. To help ensure compliance with ADA, this section should be stated in specific terms rather than broad general terms. In listing physical requirements, such things as amount of exertion involved, frequency of the action, length of time necessary to perform the action, and percentage of times spent performing it should be stated.

Last updated: December 2009
Job Classification Title: Laborer

Pay Scale Group: 81

Job Description
Under supervision from higher level supervisor, performs unskilled tasks requiring manual labor.

Job Characteristic Duties
1. Perform general labor outdoors, (e.g., shovels snow, load and unload trucks, mow grass, cut weeds haul trash, repair fences, dig holes & ditches).
2. Perform general labor indoors (e.g., move furniture, set up chairs, tables, stages and platforms; perform custodial duties such as sweeping, mopping, waxing floors, cleaning windows and walls).
3. Maintain housekeeping conditions as prescribed by area.
4. Perform related duties based on departmental need.

Job Unusual Working Conditions
Extensive standing, walking, pushing, pulling, reaching and lifting of heavy equipment and furniture/furnishings. Considerable kneeling and crouching. May work outside exposed to weather. Position in Grounds & Moving must be able to perform snow and ice removal tasks, and respond at any time of the day or night when called.

Job Minimum Qualifications
Ability to count, read, and write numbers and common vocabulary; ability to read and understand warning signs; ability to lift materials weighing up to 50 pounds and ability to demonstrate full range of motion for reaching, bending and stooping; 3 months experience or training in institutional and industrial cleaning or maintenance. Positions in Grounds and Moving Services require a valid driver’s license and an acceptable driving record.

Position Description
Sweep, mop, and dust, clean seats; empty trash; clean restrooms, strip, wax, and polish floors; clean carpets; wash walls; set up tables and chairs; lay floor tile; set up basketball goals; remove snow/ice from front entrance. Check equipment and supplies. Other duties as assigned.

Position Ideal Qualifications
Position in Grounds & Moving must be able to perform snow and ice removal tasks, and respond at any time of the day or night when called.

Physical Requirements
1. Frequently lifts, carries or otherwise moves and positions objects weighting 60 to 100 lbs.
2. Frequently bends, kneels and crouches.
3. Repetitive movement of hands, arms and legs, sweeping, vacuuming, moping and pushing/lifting a shovel.
4. May drive vehicle if needed.
5. Continuous walking, standing and moving about.
6. Exposure to adverse weather conditions, hazardous chemicals, odors, dirt and dust.

Last updated: December 2009
**Job Classification Title:** Program Coordinator  

**Job Description**  
Under general supervision from a designated administrator, plan, design, evaluate, modify and coordinate programs for a department or college.

**Job Characteristic Duties**
1. Plan, design, evaluate, modify and coordinate programs for a department or college.
2. Design/create and conduct seminars, classes, workshops or programs.
3. Develop program objects and monitor quantitative and qualitative data on progress toward objectives. Review objects to identify problems and solutions, prioritize solutions and develop action steps for program improvement.
4. Research and analyze relevant literature, other benchmark information in order to develop grant proposals, new program ideas and propose program changes.
6. Develop and implement a marketing strategy in order to recruit students and program participants.
7. Interact with staff, faculty, external agencies and other university departments.
8. May provide direct supervision to exempt and non-exempt staff (i.e. hiring/firing, performance evaluations, disciplinary action, approving time off, etc.)

**Job Unusual Working Conditions**
N/A

**Job Minimum Qualifications**
Bachelor’s degree with one (1) year experience; - OR- Associate’s degree with three (3) years experience; - OR- five (5) years experience. Experience must be in program coordination.

**Position Description**
This position assists, participates and enhances efforts in the planning, implementation and coordination of Cincinnati based and on-campus activities related to programs and events including but not limited to: homecoming, alumni weekend, UC Day, home athletic events, reunion, scholarship, student outreach programs etc. to promote active alumni participation and provide opportunities for renewed contact with UC. This position reports to the Program Director

Serves as the event coordinator and/or event support staff as delegated by the Program Director or Program Manager and provides logistical and on-site support. Manages design and delivery of print and online communication to targeted alumni in support of events. Create and manage the event registration process through online event registration and calendaring system.

May work evening and weekends and travel may be required.


**POSITION DESCRIPTION EXAMPLE CONTINUED**

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**Job Classification Title:** Program Coordinator

**Pay Scale Group:** 14

**Position Ideal Qualifications**

The ideal candidate will have at least one year volunteer experience and work in event planning. Excellent interpersonal communication skills, both written and oral. Strong organizational, team and Word, Excel, Access and PowerPoint presentations

**Physical Requirements**

1. Repetitive movement of hands and fingers – typing and/or writing.
2. Occasional standing, walking, stooping, kneeling or crouching.
3. Reach with hands and arms.
4. Talk and hear.

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*Last updated: April 2010*