**Position Description**

*Directions: Complete all fields. If needed, please contact Human Resources for assistance with form. Then, attain required signatures of approval. Submit completed form to Human Resources.*

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| --- |
| Job Title:  |
| Department:  | Date: |
| FLSA:  | Work Location:  |
| Employee Category:  | Work Schedule:  |
| Reports to:  | Percent Employment:  |
| Direct Reports:  |

1. **Job Summary:** *[Directions: Summarize briefly the major purpose of the position and its role in the department.]*
2. **Job Duties:** *[Directions: List each job duty and related tasks, starting with the duties that take the largest portion of time. A task is a particular work action performed to accomplish the duty. List all important job tasks the employee will be evaluated on.]*
3. Perform other duties as assigned.
4. **Required Qualifications:** *[Directions: Required qualifications are those essential to satisfactory job performance and which the worker must have at the time of application. Indicate the skills, knowledge and abilities for the satisfactory performance of each task listed above.]*

Education: *[Insert minimum education or training required.]*

Licensure or certification: *[Insert minimum licenses or certification required.]*

Experience: *[Insert minimum experience, knowledge, skills, and abilities in bullet form. Delete any nonessential items.]*

Other skills important to this position: *[Directions: The skills listed below are appropriate for all VCOM employees; however, the hiring manager may wish to add additional skills that are unique to the position.]*

Excellent interpersonal and communications skills

Strong team player

Commitment to company values

Basic computer proficiency

1. **Preferences:** Although not essential, preferences may be given to applicants who have the following skills or attributes. *[Directions: Preferred skills or attributes are those that may take longer than 8 hours to train; employer is willing to train but prefers applicant to have skills.]*

1. **Working Conditions and Efforts:** The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical demands: *[Edit for specific job.]* While performing the duties of this job, the employee is occasionally required to sit; use hands and vision for office equipment such as computers; talk or hear; moderate telephone usage. The employee must occasionally lift and/or move up to \_\_\_ pounds *[Omit if employee does not need to lift or move anything]*.

Work environment: *[Edit for specific work environment.]* Office environment. Outside travel required \_\_% of time. The noise level in the work environment is usually minimal.

1. **VCOM core values:** The employee is expected to adhere to all VCOM polices. VCOM faculty/ staff are to maintain a positive attitude in all working relationships with all VCOM departments, employees, medical students, prospective medical students, interns and residents.

I have read and understand this explanation and job description. Job description may be changed at any time.

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Approvals:**

Division Officer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Immediate Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

President: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_