**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.*

|  |  |
| --- | --- |
| 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.]*

Skills required for 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

**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.]*

**Successful candidate will be subject to a criminal history background check.**

**Regular, reliable or predictable attendance is an essential function of the job.**

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. The position requires a rapid pace, some days with long hours to meet expectations, long distance driving to rural sites, and the ability to organize, interpret, and utilize a large volume of information.

Physical demands: *[Edit for specific job.]* While performing the duties of this job, the employee is required to ambulate (may be with use of assisted devices); sit, stand (or accommodate for standing); use hands and vision for teaching; use office equipment such as computers; speak to large and small groups of individuals for teaching; perform moderate telephone and poly-com communication/usage; occasionally be required to lift and/or move up to 50 pounds; drive distances up to six hours per day and to fly on occasion to other campuses or national academic meetings.

Work environment: *[Edit for specific work environment.]* Office environment. Outside travel required 50% of time. The noise level in the work environment is usually minimal. The pace of the work requires a rapid pace to synthesize and organize large volumes of material, while prioritizing duties.

**This position is classified as an exempt position under the Executive exemption status because the primary function of the candidate/employee is managing several positions and is also an Administrative Officer of the College.**

**Employment with VCOM is “at-will”.  This means employment is for an indefinite period of time and it is subject to termination by the employee or by VCOM, with or without cause, with appropriate notice at any time.  Nothing in this position description or any other policy of VCOM shall be interpreted to be in conflict with or to eliminate or modify in any way, the “at-will” employment status of VCOM employees.**

1. **VCOM Core Values:** The employee is expected to adhere to all VCOM policies. As the environment is a professional college, VCOM faculty / staff are expected to dress and behave in a professional manner at work. VCOM faculty / staff are expected as VCOM employees, to be a person who obeys all laws and professional expectations of an upstanding citizen of the community. VCOM expects all employees to maintain a positive attitude in all working relationships with all VCOM departments, employees, medical students, prospective medical students, interns, and residents and to treat all other engaged in the duties of the employment, with mutual respect.

I am notified that the College is an equal opportunity employer and does not discriminate on the basis of age, sex, sexual orientation, ethnicity, religion, or disability.

I have been made aware of the College’s most recent campus safety report, the location of the college policies and procedures document, and the appropriate handbook for my position. I recognize my responsibility to be aware of the policies and procedures and I am in agreement to follow the policies and procedures as written.

I have read and understand this explanation and job description. I also understand that the job duties and description or the existence of the need for the position may be changed at any time as required by the College where growth of the institution or change in direction for the institution may change the duties of my department or the need for the position.

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

**Approvals:**

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

Dean: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

President/Provost: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_