**POSITION DESCRIPTION TEMPLATE**

Use this template to initiate a PD and start the recruitment process.

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| DEPARTMENT DETAILS |  |
| Who will we be working with on this recruitment? |  |
|  POSTION DETAILS |  |
| Action Type | Choose a Selection |
| Position Home Org #/Name |  |
| Job Title |  |
| Appointment Percent |  |
| Appointment Basis (9 or 12 month) |  |
| Tenure Status |  |
| Position Summary: * Summarize why the position exists and its role in achieving program objectives.
* Explain how the work of the position contributes to the mission of the department and the University
* Provide context about current state of the hiring unit: existing opportunities challenges, future initiatives
 |  |
| Position Duties: Describe the major or most important duties performed by this position. Be clear about both the overall function and specifics of work performed. There should be an easily identifiable relationship between the duties, the position summary, decision-making, and lead work/supervisory responsibilities in the position description. For each major duty, include the percent of time the position would typically spend in the various type of work – must add up to 100%  |  |
| Decision Making/Guidelines:Identify the breadth and scope of decisions, the level of autonomy/authority and review, and any specific guidelines or reference materials used to make those decisions.  |  |
| Minimum Qualifications:* Measureable qualifications such as degrees, professional certifications etc.
* May not require degrees/experience above already determined requirements for Classified employees. See Classification Specifications for specific appointment types. <http://jobs.usse.oregonstate.edu/>
 |  |
| Additional Required Qualifications:* Additional critical qualifications that are necessary to perform the duties of the position but are not as easily measured (ie. Demonstrable commitment to promoting and enhancing diversity or Strong organizational skills.)
 |  |
| Preferred (Special) Qualifications:* Qualifications which would enhance the individual’s performance in the position, but are not necessarily essential.
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| Working Conditions/Work Schedule:Describe the physical working conditions or work schedules for this position if they are outside of a typical office environment. |  |
| Lead work responsibilities:Which of the following lead work/supervisory activities does this position perform, if any? Choose all that apply.Note: Supervision is an unclassified duty and cannot be assigned to classified positions. Classified positions may provide lead work to student workers and lower-level classified positions than their own. Lead work typically includes assigning, reviewing approving work and training/orientation of new employees. | ☐ Plans Work☐ Assigns Work☐ Approves Work☐ Disciplines/Rewards☐ Responds to Grievances☐ Hires/Fires (or effectively recommends)☐ Prepares/Signs performance evaluations/reviews☐ None |
| How many and what type of employees does this positon provide lead work for, or directly supervise: |  |
| What percentage of time does this position perform lead work/supervisory duties: |  |
| A demonstrable commitment to promoting and enhancing diversity is:Examples of how to make diversity qualifications measureable:* Experience with a variety of teaching methods and/or curricular perspectives.
* Demonstrated knowledge of effective strategies for working with diverse faculty, staff and students.
* Applicants can describe in their cover letters how their teaching, scholarship and/or service will further the goal of building a culturally diverse educational environment.
* Applicants can describe how multicultural issues have influenced or been a part of their teaching, research, or service in previous roles.
* Demonstrated success in teaching students or working with individuals from different backgrounds with diverse life experiences and learning styles.
 | Required |
| Is this a Tenure/Tenure-Track appointmentIf yes, this action will be reviewed by ISFS | No |
| Will this position be filled on a temporary basis while a search is being conducted, or a reorganization is taking place | Yes |
| Will this position be filled on a temporary basis to replace a regular employee on leave: | No |
| Criminal History Check Needed:If this position is designated as a critical or security-sensitive position, the incumbent must successfully complete a Criminal History Check. | Choose an item. |
| Driving Motor Vehicle Check Needed:If this position requires driving a University vehicle or personal vehicle on behalf of the university, the incumbent must successfully complete a motor vehicle history check and maintain a current, valid drivers license.  | Choose an item. |
| Funding Index for Position |  |
| Proposed Salary Range |  |
| Supervisor: |  |
| Target Start Date: |  |

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| --- | --- |
| POSTING DETAILS |  |
| Number of vacancies |  |
| Anticipated appointment start date: |  |
| Full consideration date:IF DIFFERENT than closing date |  |
| Closing Date: |  |
| Search Chair: |  |
| Search Committee Members: |  |
| Search Advocate * Required for all OSU-Cascades searches. Consult with Desiree Ness or Erika McCalpine (Search Advocate Liaison) if in need of a SA
 |  |
| Advertising Resources:* Please partner with Talent Acquisition Consultant to discuss potential external job board resources, professional organizations and various career portals for advertisement posting.
 | ☐ Bend Bulletin☐ Chronicle of Higher Ed☐ EOA Diversity Lists☐ Craigslist☐ Higheredjobs.com☐ Specific industry specific organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Other Advertising Resources |  |
| **Non-competitive Searches** |  |
| Name of recommended appointee:  |  |
| ID number of recommended appointee:  |  |
| **Supplemental Questions:** |  |
| Please add any supplemental questions you’d like to ask applicants that relate to the position qualifications:  |  |
| **Documents Needed to Apply:** |  |
| These are a list of Document options the system is programmed for: Please select all that you would like to have the applicant submit, and will be required in the application process.  | [ ]  Resume[ ]  Curriculum Vitae[ ]  Cover Letter[ ]  Transcripts[ ]  Portfolio[ ]  Diversity Statement[ ]  License/Certification 1[ ]  License/Certification 2[ ]  Statement of Research [ ]  Statement of Teaching[ ]  Publications[ ]  Other Document 1[ ]  Other Document 2[ ]  Other Document 3 |