

# Guilford Technical Community College Job Description Guide

IDENTIFYING DATA			
<b>Job Title:</b>	Reflect in a couple of words what job consists of.	<b>Name of Incumbent:</b>	List each incumbent in this position individually.
<b>Division/Dept:</b>	Provide division and department.	<b>Prepared By:</b>	Immediate supervisor's name.
<b>Reports To:</b>	Provide supervisor's job title only.	<b>Date:</b>	Date form was completed.
<b>FLSA Status:</b>	<b>(completed by HR only)</b>	<b>Verified By:</b>	Area VP completes.
<b>Salary Grade:</b>	<b>(completed by HR only)</b>	<b>Verification Date:</b>	Date form was verified.
<b>Position Type:</b> <small>(Check all that apply)</small>	<input type="checkbox"/> <b>Staff :</b> <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Professional <input type="checkbox"/> Classified <input type="checkbox"/> Regular  <input type="checkbox"/> Time-limited:    (include length of time-limited appointment)		
	<input type="checkbox"/> <b>Faculty:</b> <input type="checkbox"/> 9 month <input type="checkbox"/> Summer Extension <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Professional  <input type="checkbox"/> Regular <input type="checkbox"/> Time-limited:    (include length of time-limited appointment)		
JOB DESCRIPTION			

## SUMMARY OF THE JOB:

Serves as the job objective or purpose statement; a short paragraph of no more than three to four sentences which concisely informs the reader of the nature, level and objective of the position.

## ESSENTIAL DUTIES/FUNCTIONS:

Include the fundamental duties and functions for which the job exists with or without reasonable accommodation. Also include any essential function that requires operation and/or use of College vehicles or equipment, access to funds, property, etc. Consider what happens if the function is not performed—if consequences are severe, then the function is probably essential. Include supervisory level, managerial requirements and any working relationships.

**For faculty positions only.** All instructional positions must include: demonstrate proficiency in teaching, classroom management, advising students and responding to their needs.

**Demonstrate and model the College's employability skills: adaptability, communication, information processing, problem solving, responsibility and teamwork.** (This statement will be included in all job descriptions.)

## QUALIFICATIONS

### EDUCATIONAL & CERTIFICATION REQUIREMENTS:

Include the minimal requirement of education level necessary for this position. Preferences may be included but clearly defined as a preference. Also include any additional certifications, licensures, etc.

### KNOWLEDGE, SKILLS, ABILITIES & PROFESSIONAL EXPERIENCE:

Describe requirements related to professional and technical knowledge. May include expertise in a particular subject matter or field. Include proficiency in computer programs, applications or software, typing speed, etc. It is also appropriate to include soft skills like communication skills, interpersonal skills, analytical ability, etc.

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## DEPARTMENTAL/JOB SPECIFIC REQUIREMENTS:

Describes in enough detail the key ability sets and experiences which will be required from past positions to allow a new hire to function and perform the duties of the job from day one. Include minimal requirements that include length of time. Preferences may be included but clearly defined as a preference. Also include any relevant training that is required or preferred for this position. Include any compliance/periodic training (ex: CPR, hazmat requirements, etc.)

## WORKING CONDITIONS

Include any particular working conditions associated with this position which should be noted, i.e. working environment, hours of work, travel, workspace, etc. List as appropriate. Examples: "typical office setting", "weekend work required", "evening work required", "considerable outdoor work required", "will work with (non-hazardous) chemical", etc.

## ADDITIONAL DUTIES & RESPONSIBILITIES

Define the people and/or departments which the position will be required to relate within the course of the job. Include any non-essential items that play a part in the performance of the job or any cross-functional responsibilities, but may not necessarily be primary duties.

**Perform all duties as assigned by supervisor.** (This statement will be included in all job descriptions.)

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*\*\*All GTCC job descriptions reflect duties and responsibilities of the particular job and are subject to change with limited notice.*