JOB DESCRIPTION **January 2015**

Position Title**:**

Department**:**

FLSA Type**:** Exempt or Non-Exempt Position

Reports to**:**

Direct Reports**:**

Minimum Qualifications**:**  Degree required

Work Experience**:** Years of work experience required

Knowledge, Skills, and Abilities: (Example)

1. Evidence of strong interpersonal skills, organizational skills, and effective oral and written communication/public relation skills.
2. Excellent problem-solving and critical-thinking skills.
3. Ability to manage multiple tasks and meet deadlines.
4. Ability to think creatively and put ideas into action.
5. Ability to make presentations to large audiences.
6. Excellent computer skills as evidenced by experience with at least one data analysis/business intelligence software product (such as SAS, SPSS, Informer, Estudias) and competence with Microsoft Office products, including Excel and Word.
7. Personal integrity, honesty, and the ability to maintain confidentiality.
8. Understanding of the mission, goals, and objectives of a community college.

Essential Functions, Job Duties, and Responsibilities**:** Overall summary of the essential functions of the position.

(List specific job duties)

1.

2.

3.

Physical Demands**:** Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position. The physical and mental demands described as follows are representative of those that must be met by an employee in performing the essential functions of this job:

* Ability to sit and/or stand for long periods of time.
* Ability to lift, at times, 10 lbs.
* Good eye/hand dexterity.

Normal Working Hours**:** A minimum of a 40-hour work week as determined with the supervisor to allow the employee to fulfill the assigned duties and responsibilities, including occasional evening and weekend hours. Summer schedules may vary to enable four-day or four-and-one-half-day work weeks.