**Free Job Description Templates**

**TITLE HERE:**

|  |  |
| --- | --- |
| **Employee Name:** | **Department Name:** |
| **---------------------------------------------------------** | **-------------------------------------------------------------** |
|  |  |
| **Reports To (Supervisor's Name and Title):** | **Position Location/Address:** |
| **-**  **---------------------------------------------------------** | **--------------------------------------------------------------** |
|  |  |
|  |  |
| **Position Shift/Work Schedule:** |  |
|  |  |
| ------------------------------------------------------------------------------------------------------------------------------------------------ |  |

**POSITION SUMMARY:**

**(Guidance: This section should be a summary of the job’s function and not a complete listing of all job responsibilities.)**

**REQUIRED EDUCATION AND EXPERIENCE**:

**(Guidance: Standard minimum qualifications for some jobs have been established. Please work with Compensation Administration if you have questions in this regard.)**

1. ----------------------------------------------------------------------------------------------------

2. ----------------------------------------------------------------------------------------------------------------------------------

**REQUIRED KNOWLEDGE, SKILLS, ABILITIES/COMPETENCIES TYPICALLY NEEDED TO PERFORM THIS JOB SUCCESSFULLY:**

**(Guidance: Begin statements in this section with “Ability to…,” “Knowledge of…,” etc. and speak directly to the competencies successful candidates should possess to perform the job successfully.)**

1. ------------------------------------------------------------------------------------------------------------------------------

2. ------------------------------------------------------------------------------------------------------------------------------

3. ------------------------------------------------------------------------------------------------------------------------------

4. ----------------------------------------------------------------------------------------------------------------------------------

**SPECIAL REQUIRED ABILITY FOR INCUMBENTS WHO HAVE CONTACT OR EXPOSURE TO ANIMALS OR ANIMAL TISSUES:**

5. Ability to complete and pass successfully the required occupational health screening referenced in the University’s Animal Handler Health Surveillance Program on an annual basis.

**REQUIRED BACKGROUND CHECK, PHYSICAL, AND DRUG SCREENING FOR INCUMBENTS WHO HAVE CONTACT OR EXPOSURE TO ANIMALS OR ANIMAL TISSUES:**

Selected candidates must complete and pass a background check and an occupational health screening as a condition of employment. For identified jobs, a drug screening will also be required. The background investigation, required occupational health screening, and any required drug screening will be conducted after a conditional employment offer has been extended.

**PREFERRED QUALIFICATIONS:**

**(Guidance: Only list in this section those qualifications that are not required but are purely desired.)**

1. ----------------------------------------------------------------------------------------------------

2. ---------------------------------------------------------------------------------------------------------------

3. -------------------------------------------------------------------------------------------------------

**ESSENTIAL FUNCTIONS:**

**An incumbent assigned this classification will perform some or all of the following universal essential functions approximately 95 percent of his/her time:**

|  |  |
| --- | --- |
| **ESSENTIAL FUNCTIONS OF THE JOB:** | **Typical % Allocation** |
| **Function:**  **Performance Standards:** | % of job |
| **Function:**  **Performance Standards:** | % of job |
| **Function:**  **Performance Standards:** | % of job |
| **Function:**  **Performance Standards:** | % of job |
| **Function:**  **Performance Standards:** | % of job |
| **Function:** Performs other duties as requested or required, whether or not specifically mentioned in this job description.  **Performance Standards:** Exhibits a willingness to assume additional duties. Seeks the guidance of immediate supervisor prior to beginning an unfamiliar assignment. | 5% of job |

Include the following NCAA-related verbiage in the last key responsibility (above) if this position has been identified as one that should include this reference. Please contact the NCAA Compliance Coordinator in the Department of Athletics to determine whether this position has NCAA implications.

|  |  |
| --- | --- |
| **NCAA Related:** Ensures that all Department of Athletics and University related activities operate in full compliance with university, conference, and NCAA rules and regulations. Attends and participates in scheduled compliance seminars and complies with all the Athletic Department’s efforts to monitor compliance with NCAA regulations. Seeks interpretations from the compliance staff before acting when necessary.  Reports potential rules violations immediately.  Completes required compliance paperwork in a timely and efficient manner.  Monitors all of their areas and/or programs activities closely to maintain compliance with applicable rules and regulations. |  |
| **Total Essential Percentage Allocation for All Essential Functions** | **100%** |

**UNIVERSAL PERFORMANCE STANDARDS:**

**Completes** all assigned duties by established deadlines and in accordance with established or defined protocols, policies, and procedures.

**Apprises** supervisor of issues that might impede timely completion of assigned duties and/or departmental projects.

**Exercises** sound judgment and discretion at all times and maintains cooperative working relationships with both internal and external constituencies and co-workers.

**Exhibits** a willingness to perform other duties as requested or required efficiently and timely.

**Complies** with all policies and procedures as stipulated in the Tulane Staff Handbook.

|  |
| --- |
| **Financial Responsibility:** \_\_Yes, amount $ \_\_\_\_\_\_\_\_\_\_\_\_ **(Guidance: if “Yes” is checked, a dollar amount must be indicated)** \_\_No  **(Guidance: Financial responsibility includes authority to use a P-card and engage in departmental purchasing, departmental petty cash funds, departmental budgets, and/or financial management of other assigned accounts.)** |

**Supervisory Responsibility:**  \_\_Yes \_\_No

**(Guidance: Indicate whether or not the incumbent in this position has supervisory responsibilities to include hiring, delegating work, supervising, evaluating, counseling, and terminating other staff employees. Enter here the number of full-time or part-time positions directly supervised and the job titles of the positions supervised. If no employees are directly supervised, indicate “No.” Of course, any positive response in this section must be described in the position’s key responsibilities section above.)**

**Is this position at risk of exposure to blood-borne pathogens or tuberculosis?** \_\_No \_\_Yes, at risk of exposure to blood-borne pathogens \_\_Yes, at risk of exposure to tuberculosis

**HIPAA STATEMENT:** Employee provides services associated to the Tulane University Medical Group, its participating physiciansand clinicians, which is a covered entity under the HIPAA rule. In the scope of performing functions, including but not limited to management, administrative, financial, legal and operational support services, I may have access to Protected Health Information (PHI), which is information, whether oral, written, electronic, visual, pictorial, physical, or any other form, that relates to an individual's past, present or future physical or mental health status, condition, treatment, service, products purchased, or provision of health care and which reveals the identity of the individual, whose health care is the subject of the information, or where there is reasonable basis to believe such information could be utilized to reveal the identity of that individual.

\_\_Yes \_\_No

**Is the incumbent in this position exposed to animals or animal tissues in conjunction with education or research?**

\_\_No \_\_Yes, and I understand that I must participate in the Animal Handler Health Surveillance Program, which is coordinated by the Office of Environmental Health and Safety.

**SIGNATURES: In signing below, I certify that this job description is an accurate representation of the responsibilities of this position.**

|  |  |
| --- | --- |
| Employee | Date |
| Supervisor | Date |

***Note: This job description is not an employment contract and may be modified at any time at the discretion of the department or university.***