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| **CWU Position Description**  |

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| **Employee Name:**  | **Employee ID:**  |
| **Position Title:**  | **Position Classification** (if different):  |
| **Position #:**  | **Department:**  |
| **Job Code:**  | **Employee Type:** [ ]  Civil Service [ ]  Exempt  |
| **Appointment**: [ ]  Ongoing [ ]  Project  [ ]  Interim [ ]  Acting [ ]  Temp [ ]  Nonperm  | **Hours per Week:** |
| **Cycle of Appointment:**  | **Labor Code:** | **FLSA:**  [ ]  Non-Exempt (Eligible for overtime) [ ]  Exempt (Not eligible for overtime) |
| **Work Schedule:**  | **Supervisor's Title:** |
| **Supervisor's Name:**  | **Supervisor's Position #:** |
| **Telework: Eligible position?**  [ ]  Yes [ ]  No [ ]  Permanent with agreement [ ]  Occasional  |

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| **Job Summary***Summarize the main reason(s) this position exists. The statement should include the position's general function and overall level of responsibility. Please try to limit the summary to three or four sentences.* |
| All employees are expected to support CWU’s commitment to diversity and to bring and support inclusion into the university environment. |
| **Work Assignment***How is work assigned? Describe the degree to which job-related tasks are regulated or controlled by the supervisor and the frequency and extent of supervisory review of the results.* |
| Working under general supervision, the incumbent will independently plan and organize work assignments. Projects and specific tasks may be assigned by the supervisor either verbally or in writing. Work is reviewed periodically to ensure department goals are being met.  |
| **Working Guidelines***Indicate any specific policies, procedures, guidelines, or regulations/standards under which work is performed.* |
| This position works in accordance with State and Federal Regulations, University policies and procedures, and applicable collective bargaining agreements. |
| **Credit Card Information** |
| Will this position store, process, transmit or have access to multiple credit card information at one time? If yes, it is covered by the provisions of the "Visa and MasterCard Payment Card Industry Security Standards."[ ]  Yes [ ]  No  |
| **Required Qualifications** |
| * Required Qualification
* Required Qualification
* Required Qualification
* Required Qualification (choose appropriate option)**Staff:** Demonstrated willingness and/or experience working with students and/or co-workers from a wide range of abilities, backgrounds and experiences.**Manager or Supervisor Position:** Demonstrated ability and/or experience working with students and/or co-workers from a wide range of abilities, backgrounds and experiences.**Executive:** Demonstrated commitment to inclusion and/or experience working with students and/or co-workers from a wide range of abilities, backgrounds and experiences.
* OR applicable combination of education and/or experience which demonstrates the ability to perform the essential functions of the position.
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| **Preferred Qualifications** |
| * Preferred Qualification
* Preferred Qualification
* Preferred QualificationThere are a number of preferred competencies/qualifications that may also contribute to the inclusive culture of CWU. Include two or more of the options below in Preferred Qualifications:
* Demonstrated participation in programs designed to promote inclusion.
* A record of promoting inclusivity in the work environment.
* Experience or interest in mentoring students from a variety of backgrounds.
* Ability to incorporate multicultural perspectives and issues into everyday conversations.
* Life experiences that demonstrate an ability to contribute to CWU’s commitment to inclusion and diversity.
* Potential to mentor and educate students who will serve diverse populations.
* Demonstrated commitment to improving access to higher education for students through various activities.
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| **Competencies** |
| **Accountability/Dependability:** Accepts responsibility for quality of own work; acknowledges and corrects mistakes. Shows up on time, meets standards, deadlines, and work schedules.**Judgement:** Makes timely, informed decisions. Analyzes options and determines appropriate course of action.**Teamwork:** Promotes cooperation and mutual support to achieve goals. Encourages participation and mutual support.**Adaptability/Flexibility:** Responds positively to changing business needs and responsibilities. Adapts approach and methods to achieve results; recovers quickly from setbacks and finds alternatives.**Commitment to Diversity:** Recognizes the value of diversity and helps create environment that supports and embraces diversity.  |
| **Working Conditions***Describe working environment (office, field, indoors/outdoors, exposure to risks, safety requirements, etc.) and anticipated variation in working hours (such as flexible schedule, some evening and weekend work, occasional travel, etc.* |
| [ ]  Office/Clerical Positions:Work is performed in an indoor office setting with frequent in-person interactions. It is essential to be able to remain at a desk/computer workstation for prolonged periods of time, perform extensive data entry and other computer-related tasks and create/maintain filing systems for departmental records. Some evening or weekend work and/or occasional travel may be required.[ ]  Facilities-Related Positions:This position may work indoors and outdoors, at times in hot/cold/noisy/dirty/wet/confined areas such as mechanical rooms, manholes and excavations, and may need to physically access work areas with the equipment and tools necessary for completion of the job. This often requires standing/crawling/bending/walking/climbing while carrying/pulling/pushing/lifting associated with equipment or tools. Occasional overtime is required, and shift work may be required. May need to drive a service vehicle in congested areas.[ ]  Dining-Related Positions:Work is performed primarily indoors, at times in hot/cold/noisy/wet areas with some exposure to hazardous equipment and products. Working in temperatures from 0 degrees (freezer) to 350+ degrees (around cooking equipment) is common. Work requires walking and standing (often in a stationary position) for the majority of each shift. Bending/climbing/carrying/pulling/pushing/lifting associated with loading/unloading of supplies and preparation, plating and serving of food is required. Occasional overtime is required, and shift work may be required.[ ]  Other (describe working environment): |
| **Essential****Functions** | **Job Duties** | **%** |
| Yes/No | **(Function Name):** |  |
| Yes/No | **(Function Name):** |  |
| Yes/No | **(Function Name):** |  |
| Yes/No | **Lead Duties** [ ]  Yes [ ]  No * Assign and check work and provides training. May provide feedback to supervisor to assist with work assignments and job performance.
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| Yes/No | **Supervisor Duties** [ ]  Yes [ ]  No * Actively engage in recruitment and hiring new employees
* Clearly define performance expectations, ensure accountability, and provide ongoing informal feedback, coaching, and mentoring. Conduct formal performance evaluations
* Ensure employees have necessary resources
* Oversee and direct the work of staff; serve as mentor, coach, and leader, and resolve complaints or issues
* Promote professional development opportunities
* Develop and foster supportive working relationships, motivation and engagement
* Communicate information to staff on an ongoing basis to influence staff engagement and to be a part of a larger community
* Take corrective action in a timely manner
* Recognize and reward employees for good performance
* Schedule employee work hours/shifts; monitor hours worked; approve payable time and absence requests
* Adjust leadership style as needed to achieve results
* Recognize value of and promote a diverse workforce. Value and encourage diverse perspectives, creativity, and teamwork.
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| No | * Perform other duties as assigned.
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| **Signatures** |
| **The job duties are an accurate reflection of the work performed by this position.**        \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_                    \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_        Supervisor Signature                                                                Date  |
| **As the incumbent in this position, I have received a copy of this position description.**         \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_                    \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_        Employee Signature                                                              Date |