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| **University Classification**:  |  |
| **Working Title** (if applicable):  |  |
| **UI Job Code:**  |  |
| **Job Function**:  |  |
| **Job Family**: |  |
| **Position Number:** |  |
| **Department:**  |  |
| **Org/Dept/Sub-Dept #:** |  |
| **Reports to:** (position) |  |
| **Does position supervise others?** | Choose an item. |
| **FLSA Exempt:**  | Choose an item. |

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| UI Health Care Core Values (ICARE) |

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| ***W****elcoming* | *We strive for an environment where everyone has a voice that is heard, that promotes the dignity of our patients, trainees, and employees, and allows all to thrive in their health, work, research, and education.* |
| ***E****xcellence* | *We aim to achieve and deliver our personal and collective best in the pursuit of quality and accessible healthcare, education, and research.* |
| ***C****ollaboration*  | *We believe teamwork is the best way to work.*  |
| ***A****ccountability*  | *We behave ethically, act openly and with integrity in all that we do, taking responsibility for our actions.* |
| ***R****espect*  | *We honor diversity and recognize the worth and dignity of every person.*  |

Click [here](https://thepoint.healthcare.uiowa.edu/sites/HHR/New%20Performace%20Review%20Tool/Behavior%20Examples%20-%20ICARE%20Core%20Values.pdf) for additional information on behavioral examples of WE CARE Core Values.

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| Position Summary  |

Provide a summary of the position.

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| Key Areas of Responsibilities and Specific Job Tasks |

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| **Classification Key Areas of Responsibilities** | **Specific Job Duties and Tasks** |
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| Technical Competencies |

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As part of performing the key areas of responsibility and competencies described above, staff members are expected to meet reasonable standards of work quality and quantity, as well as expectations for attendance established by their supervisor. Staff members are also expected to comply with policies governing employee responsibilities and conduct, including those contained in the [University Operations Manual.](https://opsmanual.uiowa.edu/)

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| Position Qualifications  |

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| Education or Equivalency Required  |  |
| Required Qualification |  |
| Required Qualification |  |
| Required Qualification |  |
| Desirable Qualification |  |
| Desirable Qualification |  |
| Desirable Qualification  |  |