**University Classification/Working Title (if applicable)**

**UI Job Code:**

**Position #:**

**Org/Dept/Sub-Dept #:**

**This Position Reports to (Name):**

**Position Specific Summary:**

**[A summary of the position should be entered here.]**

**Key areas of responsibility (KAR) and specific job tasks**

KAR definitions can be used as duties, but duties should be specific to each position.

|  |  |
| --- | --- |
| **Key areas of responsibility** | **Specific job duties and tasks** |
| [**KAR Title**](https://hris.uiowa.edu/CC_Redesign/driver.php?ACTION=HOME) | * Position Specific Duty * Position Specific Duty * Position Specific Duty |
| [**KAR Title**](https://hris.uiowa.edu/CC_Redesign/driver.php?ACTION=HOME) | * Position Specific Duty * Position Specific Duty * Position Specific Duty |
| [**KAR Title**](https://hris.uiowa.edu/CC_Redesign/driver.php?ACTION=HOME) | * Position Specific Duty * Position Specific Duty * Position Specific Duty |
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| [**KAR Title**](https://hris.uiowa.edu/CC_Redesign/driver.php?ACTION=HOME) | * Position Specific Duty * Position Specific Duty * Position Specific Duty |

**Universal competencies**

Welcoming and Respectful Environment  
Ability to foster a welcoming and respectful workplace environment while recognizing personal differences. Ability to work with a variety of individuals and groups in a constructive and respectful manner.

Collaboration and Positive Impact  
Ability to work with a variety of individuals and groups in a constructive and civil manner and utilize existing resources and learning to achieve or exceed desired outcomes of current and future organizational goals/needs.

Service Excellence and Customer Service  
Ability to meet or exceed customer service needs and expectations and provide excellent service in a direct or indirect manner.  Ability to effectively transmit and interpret information through appropriate communication with internal and external customers.

**Technical competencies –** Not required **(**[**How to View**](https://hr.uiowa.edu/careers/competencies/reviewing-competencies)**)**

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| --- | --- |
| **Competency title**  (proficiency level) | * Typical behaviors * Typical behaviors * Typical behaviors |
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| **Competency title**  (proficiency level) | * Typical behaviors * Typical behaviors * Typical behaviors |

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 in the [University Policy Manual](https://opsmanual.uiowa.edu/)**.**

**Proficiency levels are defined as:**

**Basic:** Uses basic understanding of the field to perform job duties; may need some guidance on job duties; applies learning to recommend options to address unusual situations.

**Working:** Successfully completes a range of job tasks; applies and enhances knowledge and skill in both usual and unusual issues; needs minimal guidance in addressing unusual situations.

**Extensive:** Performs without assistance; recognized as a resource to others; able to translate complex nuances to others; able to improve processes; focus on broad issues.

**Expert/Leader:** Seen as an expert and/or leader; guides, troubleshoots; has strategic focus; applies knowledge and skill across or in leading multiple projects/orgs; demonstrates knowledge of trends in field; leads in developing new processes.

**Position qualifications**  
Education or experience may be increased or decreased by one level for most positions.

|  |  |
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| [Education requirement](https://hr.uiowa.edu/pay/compensation-and-classification/ps-advertising-guidelines/ps-education-and-experience) | Required education or an equivalent combination of education and experience. |
| [Required qualification](https://hr.uiowa.edu/pay/compensation-and-classification/ps-advertising-guidelines/ps-education-and-experience) | Required years of experience. |
| Required qualification | Position specific required qualification. |
| Required qualification | Position specific required qualification. |
| Desirable qualification | Position specific desirable qualification. |
| Desirable qualification | Position specific desirable qualification. |
| Desirable qualification | Position specific desirable qualification. |