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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 (WECARE)** |

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| ***W****elcoming* | *We have 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 achieve and deliver our personal and collective best in the pursuit of quality and accessible health care, education, and research.* |
| ***C****ollaboration*  | *We collaborate with health care systems, providers, and communities across Iowa and the region as well as within our UI community. We believe teamwork—guided by compassion—is the best way to work.* |
| ***A****ccountability*  | *We behave ethically, act with fairness and integrity, take responsibility for our own actions, and respond when errors in behavior or judgment occur.* |
| ***R****espect* | *We create an environment where every individual feels safe, valued, and respected, supporting the well-being and success of all members of our community.* |
| ***E****mpowerment* | *We commit to fair access to research, health care, and education for our community and opportunities for personal and professional growth for our staff and learners.* |

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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  |  |