Internal Title

MSU Classification (Grade)

## Purpose

The Internal Title will briefly describe the purpose of this role.

## Assigned Scope

Supports the College of Natural Science in the Unit.

## Responsibilities

* List primary duties and responsibilities for this role. Recommend 6-8 key responsibilities with estimated percentage of time [%]. Use sub-bullets as necessary to describe task level responsibilities. Responsibilities should be specific to the work within the unit and must align with the MSU Classification “Characteristic Duties”.
* Performs other duties as required or assigned, which are reasonably within the scope of the duties in this job classification. [5-10%]

**Knowledge, Skills and Abilities**

* List the knowledge, skills, and abilities that are necessary for someone in this role to be successful in fulfilling the responsibilities above. Examples below:
* Attendance and Punctuality: Adheres to work schedule and location assigned. Abides by relevant policies, procedures, union contract, and supervisory directives as the relate to attendance, lunch/breaks, time-off, work location / remote work, and etcetera. Arrives on time and is prepared for meetings and other commitments.
* Communication: Communicates clearly and credibly in both verbal and written forms with diverse audiences.
* Compliance: Knowledge, understanding, and practical application of MSU and college policies and procedures. In addition to applicable state and federal laws, such as FERPA, FIOA, Title IX, etc. Ability to maintain compliance and reduce risk.

## Qualifications

## MSU Required

* For Support Staff positions, copy directly from the MSU Classification section “Education/Experience”

**Unit Preferred**

* Describe additional qualifications (degree, experience, licensure, certifications, other credentials) or expertise (specialized knowledge, skills, abilities) that are not essential to perform the job duties but would be beneficial for the position. They must be relevant, objective, and **verifiable** such as degree, experience, licensure, certifications, other credentials.

## Work Direction and Interfaces

* Reports to the Manager’s Title
* List individuals or groups the role primarily works with or is responsible for building and maintaining relationships with.

I concur that this description accurately depicts the primary responsibilities and duties of the position, and I will evaluate performance against these and individual goals.

X Date:   
Line Manager Name.(Sign and Print Name)

I have reviewed this description and understand it represents responsibilities I may perform and be evaluated against during my performance review. I know my goals will be developed with my manager during the performance evaluation process and evaluated in the performance review.

X Date:   
Employee Name (Sign and Print Name)

I concur that the above primary position responsibilities and duties are consistent with the classification of the job.

X Date:   
NatSci Unit Human Resources (Sign and Print Name)