

Connecticut State Community College

**Job Description**

# Job Title

**Salary Level: Date Approved/Revised:**

**This area to be completed by SO HR Rater**

**CCP (TBD) (Subject to Willis) (Date)**

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**POSITION PURPOSE:**

Describe

**SUPERVISORY AND OTHER RELATIONSHIPS:**

Describe

**MAJOR ACCOUNTABILITES:**

Describe. The (Job Title) is accountable for these duties through effective performance in these essential functional areas:

1. List
2. List
3. List

**EXAMPLES OF DUTIES:**

The following examples of duties illustrate the general range of tasks assigned to the position, but are not intended to define the limits of required duties. Other essential duties may be assigned consistent with the general scope of the position.

1. *Use item A above*- Describe. This accountability includes such essential tasks as:
   1. .
2. *Use item B above*- Describe. This accountability includes such essential tasks as:
   1. .
3. *Use item C above*- Describe. This accountability includes such essential tasks as:
   1. .

**PROFESSIONAL PARTICIPATION AND DEVELOPMENT**

In addition to the accountabilities listed above, the incumbent is required to carry out the essential duties of:

1. Attendance and participation at convocation, commencement and honors ceremonies;
2. Service on assigned committees and task forces;
3. Attendance and participation at, committee, staff, informational and professional meetings.

Describe.

**QUALIFICATIONS:** Incumbents must possess proven ability to effectively work with a culturally, linguistically, and ethnically diverse faculty, staff, and students. They are expected to have excellent oral and written communication skills along with strong information technology literacy skills such as Microsoft Office (Word, Excel, Outlook, Teams etc.). Incumbents are required to have demonstrated advanced knowledge and abilities in the following:

* Describe
* Describe
* Describe

These skills and abilities typically are acquired through a combination of education, training and experience which would include a (complete)’s degree in an appropriately related field together with (complete) years of related experience; or a combination of education, training and experience which would lead to the competencies required for successful performance of the position’s essential duties.

**WORK ENVIRONMENT**

The incumbent typically performs work in offices, conference rooms and in locations where groups of students, faculty and staff gather. The work does not, normally, involve any significant physical effort. The incumbent may travel to public sites to make presentations as well as travel to regional or central meetings and conferences.