

**SOUTHEASTERN LOUISIANA UNIVERSITY  
UNCLASSIFIED POSITION DESCRIPTION FORM**

POSITION NUMBER

**1. POSITION INFORMATION**

JOB TITLE	JOB CLASS CODE						
BUDGET UNIT NUMBER(S)	ANNUAL SALARY						
SOURCE OF FUNDS:	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">STATE</td> <td style="width: 25%;">AUXILIARY</td> <td style="width: 25%;">FEDERAL</td> </tr> <tr> <td>GRANT/CON.</td> <td>RESTRICTED</td> <td>GRATIS</td> </tr> </table>	STATE	AUXILIARY	FEDERAL	GRANT/CON.	RESTRICTED	GRATIS
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FLSA STATUS:	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">EXEMPT</td> <td style="width: 50%;">NONEXEMPT</td> </tr> </table>	EXEMPT	NONEXEMPT				
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TYPE OF EXEMPTION:	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">ADMINISTRATIVE</td> <td style="width: 33%;">EXECUTIVE</td> <td style="width: 33%;">TEACHING PROFESSIONAL</td> </tr> <tr> <td>CREATIVE PROFESSIONAL</td> <td>COMPUTER RELATED PROFESSIONAL</td> <td> </td> </tr> </table>	ADMINISTRATIVE	EXECUTIVE	TEACHING PROFESSIONAL	CREATIVE PROFESSIONAL	COMPUTER RELATED PROFESSIONAL	
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CREATIVE PROFESSIONAL	COMPUTER RELATED PROFESSIONAL						

**2. GENERAL INFORMATION**

EMPLOYEE'S NAME - LAST, FIRST, MIDDLE	EMPLOYEE ID (W #)
DEPARTMENT/ BUILDING & ROOM NBR.	OFFICE TELEPHONE NUMBER
DIRECT SUPERVISOR'S NAME AND TITLE	

**3. SIGNATURES**

EMPLOYEE		DATE	
DIRECT SUPERVISOR		DATE	
DEAN/DEPT. HEAD		DATE	
VICE PRESIDENT		DATE	
PRESIDENT		DATE	

To be completed by HR

HUMAN RESOURCE DIRECTOR		DATE	
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**4. SUPERVISORY ELEMENTS:** Please check all elements that apply to this position.

	Trains Staff		Reviews and Approves Work	<b>LIST JOB TITLES SUPERVISED AND NUMBER</b>
	Recommends Hiring/ Promotions		Determines Work Assignments	
	Evaluates Performance		Approves Leave	

**5. QUALIFICATION STANDARDS**

<b>EDUCATION REQUIRED:</b>	
<b>EXPERIENCE REQUIRED:</b>	
<b>OTHER REQUIREMENTS:</b>	

**6. REQUIRED ABILITIES**

<b>REASONING ABILITY:</b>	Ability to apply common sense understanding to carry out instructions furnished in written and, or diagrammatic form; to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions to a wide range of intellectual and practical problems. To deal with nonverbal symbolism in its most difficult phases; to deal with a variety of abstract and concrete variables; to comprehend the most abstruse classes of concepts.
<b>MATHEMATICAL ABILITY:</b>	Ability to compute ratio, rate, and percent; to draw and interpret bar graphs. Ability to perform arithmetic operations involving all American monetary units. Ability to use algebra to deal with system of real numbers, linear, quadratic, rational, exponential, logarithmic, angle and circular functions, and inverse functions. Using statistics to apply mathematical operations to frequency distributions, reliability and validity of tests, normal curve, analysis of variance, correlation techniques, chi-square application and sampling theory.
<b>COMMUNICATIONS ABILITY:</b>	Ability to write reports and essays with proper format, punctuating, spelling, and grammar, using all parts of speech. Ability to prepare business letters, expositions, summaries, and reports, using prescribed format and conforming to all rules and punctuation, grammar, diction, and style. Ability to write journals, speeches, manuals, and critiques. Ability to speak before audiences with poise, voice control, and confidence, using correct English and well-modulated voice. Ability to participate in panel discussions, dramatizations, and delegations; to speak extemporaneously on a variety of subjects. Ability to be conversant in the theory, principles, and methods of effective and persuasive speaking, voice, and diction, phonetics, discussion, and debate.

## 7. ENVIRONMENTAL CONDITIONS

The worker is subject to inside environmental conditions: Protection from weather conditions, but not necessarily from temperature changes.

## 8. DEGREE AND TYPES OF PHYSICAL DEMANDS

<b>DEGREE:</b>	Sedentary Work: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Sedentary Work involves sitting most of the time, but may involve walking or standing are required only occasionally and all other sedentary criteria are met.
<b>TYPES:</b>	<p>Talking: Expressing or exchanging ideas by means of the spoken word. Talking is important for those activities in which workers must impart oral information to the public and other workers accurately.</p> <p>Hearing: Perceiving the nature of sounds. Hearing is important for those activities which require ability to receive detailed information through oral communication, and to make fine discriminations in sound.</p> <p>Far Acuity: Clear vision at 20 feet or more</p> <p>Near acuity: Clear vision at 20 inches or less.</p> <p>Depth Perception: Ability to judge distance and space relationships so as to see objects where and as they actually are. This factor is important when depth perception is required for successful job performance.</p> <p>Accommodation: Adjustment of lens of eye when doing near-point work at varying distances from the eye.</p> <p>Color Vision: Ability to identify and distinguish colors.</p> <p>Reaching: Extending hand(s) and arm(s) in any direction.</p> <p>Handling: Seizing, holding, grasping, turning, or otherwise working with the hands.</p> <p>Fingering: Picking, pinching, or otherwise working with fingers primarily (rather than with whole hand or arm as in handling).</p>

## 9. MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS

Personal Computer, Laser Jet Printer, Telephone Equipment, Duplicating Equipment, FAX Machine, Calculator, Manuals, Files, Audio/Visual Equipment.

**10. DUTIES AND RESPONSIBILITIES:** Please refer to the attached pages for the task statements which

identify both the **essential** and **marginal** functions of the position.