**New Position Description: Training Front Desk (Staff)**

Position Justification

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| --- | --- |
| **Justification of Need** | Why is job being entered or modified? |
| **Proposed Salary Range** |  |
| **Approved Salary Range** | **HR Comp-Class will make determination of what is the approved range** |
| **Number of Pays** | (select from dropdown) Number of checks per year of which total wage is paid. |
| **Contract Term** | (select from dropdown) |
| **Union Affiliation** | Position’s Union Affiliation determined by CBAs |
| **Position Number** | Enter position number assigned to job, contact Comp-Class if no position exists |
| **Appointment Type** | (select from dropdown) |
| **Contract Type** | (select correct from dropdown) |
| **FTE** | Hours as a percentage of a 40 hour work week (40=1.0, 30=0.75, 20=0.5, 10=0.25 FTE) |
| **Time Entry** | (select from dropdown) |
| **Timesheet Orgn** | Enter correct timesheet approver orgn Zxxxxx format. |

 LABOR DISTRIBUTION

LABOR DISTRIBUTION: All positions MUST have appropriate approvals prior to posting.

Dist % totals must add up to 100%

|  |  |
| --- | --- |
| **Index** | 4A2300 (Example) |
| **Acct** | 61125 (Example) |
| **Dist %** | 100 (Example) |
| **ORG** | 432300 (Example) |

Position Details

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| --- | --- |
| **Working Title** | Title |
| **Position Contact** | **Who can HR contact for questions in the department?** |
| **Department** |  |
| **Role Within Department** | **How does this position contribute to the departmental structure?** |
| **Essential function of the position** | **Why does this position exist?** |
| **Physical Demands** | Any special physical demands on this position? |
| **Special Requirements/Additional Information** | **Standard:** This job description should not be construed as an exhaustive statement of duties, responsibilities or requirements, but a general description of the job. Nothing contained herein restricts Montana State University’s rights to assign or reassign duties and responsibilities to this job at any time.  **Plus and Additional:** See Help Text in edit screens |
| **Current Employee** | Who was/is the last EE that held this position |
| **This position has supervisory duties?** | Yes or No dropdown |
| **If Yes, list the number of FTE (employees & student workers.)** |  |

Duties Detail

**Click Add button to open a box for each duty group**

|  |  |
| --- | --- |
| **Duty** | Example: Customer Service |
| **Duty Details** | Tasks and responsibilities necessary to perform this duty |
| **Duty Type** | Choose Primary or Secondary from dropdown |
| **Average % of time** | Estimated percentage of total hours worked performing this duty. |

Vacancy Details

No further details needed in the next section if NOT recruiting for this position.

|  |  |
| --- | --- |
| **Brief Position Overview** | **2-3 sentences to attract advertising attention** |
| **General Statement**  Use \*(space) to create bulleted list | About the department/program function and short description of the position. |
| **Duties and Responsibilities** | List of high level duties |
| **Successful Candidate Abilities** | List of “soft skills” that will require interview or reference to confirm. |
| **Minimum Qualifications**  Use #(space) to create Numbered list  Use #(space) to create number list | What are the 3-5 required training/experience candidate must have to be considered for position? |
| **Preferred Qualifications** | What 3-5 training/experience that will enhance this position? |
| **Originator** | Who can build or update this position? |
| **Hiring Authority** | Who can commit the hiring funds? |

 FLSA Details

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| --- | --- |
| **FLSA Status** | Non-Exempt (Set by Comp-Class) |

Classification Selection

Position Information This section should be set by Comp-Class

|  |  |
| --- | --- |
| **NBAJOBS Title** | Academic Advisor I |
| **Classification Title** | Academic Advisor I |