A logo of a university

Description automatically generated**Job Description**

**(For Positions in UNIFOR Local 5555, Unit 1)**

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| *Job descriptions do not include every duty that an individual in a position performs. They are intended to be representative and characteristic of the duties required and the level of work performed. Depending upon the size of the department or unit and its functional activities, incumbents who fall into this category may perform all of the duties listed below or, in the case of large departments or units, may be assigned to designated specialized functions.* | | | |
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| JD #: | **JD#### completed by HR** | Pay Grade: | **Completed by HR** |
| JD Title: |  | JD FTE Hours: | **35** |
| Job Family: | Choose an item. | | |
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| **General Description** | | | |
| Write an overview of the purpose and scope of the job in just a few sentences. Avoid describing the specific faculty/department to keep the description generic. | | | |
| **Representative Duties & Responsibilities** | | | |
| * Write in duties and responsibilities representative of the majority of the job using the phrase structure as follows, clear action verb, subject of the action, and the outcome. * Try to list the duties and responsibilities in order of priority with the most important, complex, or largest closer to the top. * Avoid listing every task this job is responsible for, instead group tasks by the action verb such as “write a variety of documents including but not limited to reports, forms and general correspondence”. * Avoid overly specific terminology such as the name of a specific software, instead opt for generic references such as referring finance tracking software. | | | |
| **Supervision** | | | |
| * Choose an option or copy and paste this point to choose multiple options. | | | |
| **Qualifications** | | | |
| * Choose an option in a related field. * Requires a minimum of Choose an option of relevant experience. | | | |
| **Effort** | | | |
| **Physical Effort**   * A typical work day consists of Choose an option of low physical effort for activities such as:   + Insert duties and responsibilities from above reflective of low physical effort (e.g., Intermittent periods of keyboarding or other fingering movements such as enter data into databases or enter financial information into spreadsheets). * Elements of moderate physical effort are not a regular feature of this job. * A typical work day consists of Choose an option of moderate physical effort for activities such as:   + Insert duties and responsibilities from above reflective of moderate physical effort (e.g., Moving or carrying 16 lbs to 35 lbs or awkward objects such as computer hardware or printers). * Elements of high physical effort are not a regular feature of this job. * A typical work day consists of Choose an option of high physical effort for activities such as:   + Insert duties and responsibilities from above reflective of high physical effort (e.g., Carrying heavy objects that are 36 lbs or more).   **Mental Effort**   * A typical work day consists of Choose an option of routine mental effort for activities such as:   + Collecting routine information and files to word process routine documents such as correspondence and forms, and inputting data into spreadsheets and databases.   + Insert duties and responsibilities from above reflective of low mental effort (where the person generally picks up where they left off, there is no backtracking; the need for detailed or precise work is low). * Elements of moderate mental effort are not a regular feature of this job. * A typical work day consists of Choose an option of moderate mental effort for activities such as:   + Insert duties and responsibilities from above reflective of moderate mental effort (such as conducting interviews or participating in meetings, where some time is spent backtracking to determine and pick up where they left off; the need for detailed or precise work is moderate). * Elements of high mental effort are not a regular feature of this job. * A typical work day consists of Choose an option of high mental effort for activities such as:   + Inset duties and responsibilities from above reflective of high mental effort (such as taking minutes, facilitating meetings, performing scientific /technical observation or intervention, where considerable time is spent backtracking to determine and pick up where they left off; the need for detailed or precise work is high). | | | |
| **Working Conditions** | | | |
| **Physical Environment:**   * There are no adverse physical environment conditions inherent to the job. * Choose frequency, then choose an item or copy and paste this point to choose multiple items.   **Psychological Environment:**   * Choose frequency, then choose an item or copy and paste this point to choose multiple items.   **Health & Safety:**   * Risk to the incumbent is no higher than for the general population. | | | |