**JOB DESCRIPTION**

Title: \_\_\_

Direct Supervisor: \_\_\_ [Title of Supervisor]

Status: Full-Time, Exempt Grade: 13 [HR]

Division: \_\_ Job Profile: [HR]

Department: \_\_

No. Direct Reports: 0 Target Weekly Hours: 40

Location: 2807 N Glebe (Main Campus)

Benefits Eligibility: Yes

**JOB SUMMARY**

[Why does this job exist? What’s the purpose? This is the ‘elevator speech’ it’s not to list every task]

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

* This is for the main responsibilities, do not list every task, it limits your availability and opportunities for growth and changes.
* Try to not name specific software, people and places – they all change and then it’s dated.
* Limit the number of bullets to less than 15, people will stop reading and it will feel overwhelming and they won’t apply.

**OTHER DUTIES AND ASSIGNMENTS**

* All other duties, as assigned.

**JOB REQUIREMENTS** [What is actually required? Will you hire for less? Note those that are preferred instead. Don’t limit yourself, you want a good hiring pool]

Education: Bachelor’s degree or equivalent.

Experience: 6+ years of related experience.

Knowledge, Skills & Abilities:

* Excellent written and verbal communications skills.
* Ability to mentor and coach
* Demonstratable knowledge of financial aid processes.
* Knowhow of what a great human resource department looks like and how the business work cycle affects the people and employee agenda
* Extensive knowledge on Microsoft office software, advanced experience with Excel.

Licenses or Certifications: None

Financial Responsibility: None.

Supervision: May lead student employees and their projects.

**SPECIAL WORKING CONDITIONS**

Travel? Outdoor work? Lifting? Confined space? Walking?