

Position Request was successfully transitioned, and it was removed from your watch list.



Watch List

POSITION MANAGEMENT ▾

Home Position Descriptions Classifications | My Profile Help

Donald Lerew, you have 0 messages. Human Resources logout

Position Requests / ... / [New Position Description](#) / [_Staff_DL1_For_Training](#) / Summary



New Position Description: [_Staff_DL1_For_Training](#) (Staff)

Current Status: Approved

Position Type: Staff

Sub-Department: Athletics (2119)

Created by: Donald Lerew

Owner: Human Resources

Summary

[History](#)

Classification

Classification Information

Classification Title	VP & Provost (FT)
Classification Code	011
FLSA	Exempt
Salary Table	AD
Band	1
Step	0

Position Details

Classification Details

Editable only by Human Resources

Position Classification Title	VP & Provost (FT)
Position Classification Code	011
FLSA Status	Exempt
Salary Table	AD
Band	1
Step	0

Position Information

Position Title	_Staff_DL1_For_Training
Position Number	

Position Type	Staff
Employee Group	Administrative
Time Status	Full-Time
Time Category	Full Time (1560-2080 hours)
Annual Hours	1560
# of Months	9
Hours Per Week	40
Work Dates	August 19 – May 18
Department	Athletics (2119)
Campus	Grantham
Community of Educators Category	Curricular Administrator
Hiring Range Low	\$1.00
Hiring Range High	\$200,000
Hiring Range Target	\$100,000
Hiring Range Approved Date	09/25/2013
Internal HR Notes	
Initiator Proxy Access	
System Position Number	2013_00002PD_STF

[Help](#)

Position Description

Position Summary	This position is responsible for...
Education Required	Bachelor's Degree
Education Preferred	Master's Degree
Experience Required	2-3 years in higher education
Experience Preferred	5-7 years in higher education
Skills, Characteristics Required for Position	<ul style="list-style-type: none"> - First skill - Second skill - etc. - etc.
Special Working Conditions	Occasional evenings and weekends for special events.
Driving Requirements	N/A
Essential Employee	N/A
Campus Security Authority	Yes - Position mandated by law to report crime to Dept of Safety/police.
Primary Duties	<ol style="list-style-type: none"> 1. First primary duty... 2. Second primary duty... 3. Maintain consistent and reliable attendance.

Secondary Duties	1. Other duties as assigned.
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Supervisory Responsibilities

# of Administrative	2
# of Staff	1
# of Students	0

Action Number

Action Number	2013_00003A_STF
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Position Justification

Position Justification

Justification for position:	Needed to support new programming
Funding Available:	Yes
Funding Details:	Funding from xxxx-yyyy budget line.
Requested Rate/Base Salary:	\$50,000

Position Budget

Budget Summary

Budget Orgn Number	2119
Budget Acct Number	6120
Percent Funded	100

Supervisory Position

Supervisor Position Description

Job Title	Director of Athletics; Assistant Professor of Sport Management
Position Number	AF2008
Org Unit	Athletics (2119)
First Name	Jack
Last Name	Cole
Email	emailaddress@zed.zed
User Groups	Employee [Messiah College], Dept. Head [Athletics (31133), Athletic Camps (31134)], Hiring Manager [Athletics - Athletic Training (2111), Athletics (2119)]

Supplemental Documents

No documents have been attached.

Employee

No user is currently seated in this position description .

