

PURDUE UNIVERSITY POSITION DESCRIPTION

WHEN to submit a staff Position Description (PD):

- ❖ To establish a new staff position
- ❖ To post a staff position and there is not an electronic copy of the PD on file with Human Resources
- ❖ The purpose/scope of the position has significantly changed prompting a classification review
- ❖ To transfer a staff position to a new or existing org unit

HOW to submit the form:

- ❖ If using a Word version, please submit an e-copy to your Compensation Specialist or appropriate HR Team, followed by a signed copy in campus mail.
- ❖ If using a PDF version, please submit the signed electronic copy to your Compensation Specialist or appropriate HR Team.

INSTRUCTIONS for filling out the form:

- ❖ Please make sure to use the most **current** form when creating a new position or updating an existing position
 - [Business@Purdue – People – Positions – Position Description](mailto:Business@Purdue)
 - or
 - <http://www.purdue.edu/hr/Resources/ps-forms.html>
- ❖ **Navigating Key Strokes:**
 - **Tab Key:** Allows you to move from one field to the next
 - **Shift + Tab Key:** Allows you to go back to the previous field
- ❖ **Drop Down Menus (**SELECT ONE**):** Allows you to click on the arrow and choose the correct option
- ❖ **Form Fields ():** Allows you to enter text

ONLY posting a position:

- ❖ If you are posting a position with no changes to the PD and HR has a copy on file: submit a signed Posting Form (pages 8 & 9) via campus mail to *HR-Compensation/FREH or the appropriate HR Team.*

REQUIRED FIELD (if applicable):

Current/Previous Incumbent Information

Please indicate the reason for the vacancy of this position: **SELECT ONE**

Comparable Positions:

Additional Comments:

PURDUE UNIVERSITY POSITION DESCRIPTION

USE THE TAB KEY TO MOVE FROM FIELD TO FIELD

Date: 02/11/2014

Reason: **Classification Review and Post Existing Position**

LGBTQ Center - Division of Diversity and Inclusion

Org Unit Name

Org Unit #

Position ID #

Supervisor Name: Lowell Kane

Supervisor Title: Director

Supervisor Position ID: _____

Phone: 765-XXXXXXX

E-mail: XXXXXX@purdue.edu

Position title: **Program Coordinator**

(Final determination rests with HR)

Employee Group *(Final determination rests with HR)*

Non-exempt: **SELECT ONE**

Exempt: **Administrative/Professional**

Time Reporting: Full time Part time (< 1.00) % = _____

Shift: **Rotating**

Employee Subgroup: **Non-exempt position SELECT ONE Exempt position FY 12**

Education: Indicate the **minimum** education required. **BA/BS degree**

List the required and/or preferred course work or degree field(s):

Education, Social Sciences, or closely related field is required.

Experience: Indicate the **minimum** years of experience required. **2 yrs**

Describe the type of experience required and/or preferred:

Program and event planning experience; experience working with diverse student populations; Experience working with gender and sexuality diversity, programming and marketing; public speaking/presentation skills

Knowledge, Skills, Abilities: List any knowledge, skills, or abilities, special training, certificates or licenses.

Program planning management, excellent communication and organizational skills; ability to work in fast-paced environment with frequent interruptions; ability to work evenings and weekends as needed

For HR use only:

AAP _____ Census _____ EEO _____ Job ID: _____ Job Long Text: _____

FLSA Exemption **SELECT ONE**

Compensation Specialist

Validity Date

Comments:

POSITION SUMMARY: What is the main purpose of this position? Why does it exist?

- o Program design, coordination/management, execution, and assessment for programs such as: Safe Zone and large scale campus programs, Lavender Graduation graduation ceremonies, Coming Out Week/Month, LGBTQ History Month, HIV/AIDS Awareness and Education, LGBTQ Speakers Bureau, and various social justice programs.
- o Coordinate and prepare marketing and media publications; marketing and media design and management with social media, print, web/email, and distribution
- o Work closely with Director to help facilitate relationships with internal and external agencies that promote diversity efforts. Collaborate and develop partnerships with internal and external agencies by establishing relationships with the intention of partnership for pre-collegiate outreach, recruitment, retention, and graduation of LGBTQ students.
- o Responsible for leadership and service-learning programs (e.g. leadership trainings, LGBTQ Speakers Bureau trainings, retreats with students, coordinating presentations or experiential learning activities to teach students about the responsibilities of leadership).
- o Assist in fundraising/development efforts as needed.
- o Responsible to advise and counsel student populations and share campus/community resources.
- o Functionally assist in the supervision of student employees by directing the project management of students and assisting in the hiring process.
- o Prepare presentations and tours for classes, outreach programs, etc.
- o Prepare communications, public relations, and advertisement strategies for each program (including public speaking engagements such as presentations, tours of the LGBTQ Center, and workshops on diversity).
- o Prepare monthly and annual budgets for programs.
- o Identify and interpret University policy and regulations concerning programming and overall functions of the LGBTQ Center to assure the LGBTQ Center is compliant.

ESSENTIAL DUTIES AND RESPONSIBILITIES include but are not limited to the following:

Describe the essential responsibilities of the position in order of importance. Essential responsibilities are those functions, if removed, would fundamentally alter the purpose of the position. It is not necessary to list each individual task. Percentages should be listed in no less than 5% increments and must total 100%.

USE THE TAB KEY TO MOVE FROM FIELD TO FIELD

Essential	Percent
Program design, coordination, execution, and assessment (including analyzing results and suggesting/implementing changes; assessments may also include evaluations based on audience or participants in the program). Programs may include (but not limited to) Safe Zone programming, Coming Out Week/Month, Lavender Graduation, HIV/AIDS Awareness Week, LGBTQIA Film Series, LGBTQ Distinguished Lecture Series, etc. Prepare communications, public relations, and advertisement strategies for each program (including public speaking engagements such as presentations, tours of the LGBTQ Center, and workshops on diversity).	50
Work closely with Director to help facilitate relationships with external agencies that promote diversity efforts. This position will continue relationship facilitation after the Director initializes and then move forward and follow through with relationship effort. This position will work and coordinate with many agencies off campus.	10
Responsible to advise and counsel student populations on resources. Prepare presentations and tours for classes, outreach programs, etc. This will include responsibility for the LGBTQ Speakers Bureau, all trainings associated with participating in the Speakers Bureau, and invitations to classes and organizations seeking a panel of speakers who will share their knowledge and experiences.	20
Prepare monthly and annual budgets for programs.	10
Identifying and interpreting University policy and regulations concerning programming and overall functions of the LGBTQ Center to assure the LGBTQ Center is compliant. Functionally assist in the supervision of student employees; direct project management of students and assists in the interview process.	10

SUPERVISION ROSTER

PHYSICAL, ENVIRONMENTAL, AND HAZARDOUS SPECIFICATIONS

Identify below the physical, environmental, and hazardous conditions under which the essential responsibilities of the position are performed.

Physical Requirements

From the list of physical requirement descriptions below, check the box that best describes the physical requirements of the position.

- | | |
|--|---|
| 1. <input type="checkbox"/> SEDENTARY ACTIVITY: Lift and carry up to 10 lbs. occasionally; sedentary work involves sitting most of the time. | 4. <input type="checkbox"/> MODERATE PHYSICAL ACTIVITY: lift and carry 25 to 50 lbs. frequently, and up to 60 lbs occasionally. |
| 2. <input type="checkbox"/> LIMITED PHYSICAL ACTIVITY: Lift and carry up to 10 lbs. frequently, and up to 20 lbs. occasionally. | 5. <input type="checkbox"/> HEAVY PHYSICAL ACTIVITY: lift and carry 50 to 80 lbs. frequently, and up to 100+ lbs. occasionally. |
| 3. <input checked="" type="checkbox"/> LIGHT PHYSICAL ACTIVITY: Lift and carry 10 to 25 lbs. frequently, and up to 40 lbs occasionally. | |
- *Occasional is defined as <50 percent of the time.
**Frequent is defined as >50 percent of the time.

Machines, Tools, Electronic Devices & Office Equipment

List the machines, tools, electronic devices, office equipment or other equipment necessary to perform the job.

- | | | |
|--------------------|----------|----------|
| 1. <u>COMPUTER</u> | 2. _____ | 3. _____ |
| 4. _____ | 5. _____ | 6. _____ |

Environmental and Hazardous Conditions

Check the boxes that best describe the environmental and hazardous conditions of the job.

- | | |
|--|---|
| 1. Work indoors (% of time: <u>90</u>) | Work outdoors (% of time: <u>10</u>) |
| 2. Respiratory Conditions: Involving exposure to: | <input type="checkbox"/> Fumes/vapors <input type="checkbox"/> Dust <input type="checkbox"/> Odors |
| <input type="checkbox"/> Gases <input type="checkbox"/> Inadequate ventilation | <input type="checkbox"/> Other conditions (list) _____ |
| 3. Skin Conditions: Involving exposure to: | <input type="checkbox"/> Toxic chemicals <input type="checkbox"/> Radiation <input type="checkbox"/> Burn |
| <input type="checkbox"/> Electrical shock | <input type="checkbox"/> Other conditions (list) _____ |
| 4. Working Conditions: Including use of, or exposure to: | |
| <input type="checkbox"/> Heavy machinery | <input type="checkbox"/> Machinery with moving parts <input type="checkbox"/> Vibration |
| <input type="checkbox"/> Working on scaffolding and high places | <input type="checkbox"/> High voltage electricity <input type="checkbox"/> Lasers |
| <input type="checkbox"/> Steam pipes and/or tunnels | <input type="checkbox"/> Grease and oils <input type="checkbox"/> Cramped working quarters |
| <input type="checkbox"/> Biological and/or chemical reagents | <input type="checkbox"/> Infectious diseases <input type="checkbox"/> Use of sharp objects |
| <input type="checkbox"/> Extreme cold (temperatures below 32°) | <input type="checkbox"/> Noise (work requires employee to shout to be heard) |
| <input type="checkbox"/> Extreme heat (temperatures above 90°) | <input type="checkbox"/> Handling or maintaining animals |
| <input type="checkbox"/> Other conditions (list) _____ | |

DEPARTMENTAL/SCHOOL APPROVALS

Approval to Establish/Modify Position: As supervisor of this position, I am certifying that this description is an accurate reflection of the primary purpose of the position and that the essential duties and responsibilities listed are those that the employee in this position is expected to perform. It does not limit or modify my responsibility or authority to assign and direct the work of the employee.

Supervisor Signature – **REQUIRED** _____ Date _____

Department Head Signature – **REQUIRED** _____ Date _____

Fiscal Authorization Signature – **REQUIRED** _____ Date _____
(e.g., Business Office/Director/VP)

NOTE: This section is REQUIRED ONLY for the following Employee Groups: Clerical, Service, Operations/Technical

POSITION DESCRIPTION QUESTIONNAIRE

The Position Description Questionnaire is a tool used to collect information about essential functions from those with the most knowledge of how the job is performed and to assist in classifying the position. The questionnaire should be completed by the incumbent whenever possible. If this is a new position, the supervisor should complete the form.

Mark the box that best corresponds with the majority of the work being performed. It is not necessary to emphasize extremes or rare occurrences. Please provide examples.

LEARNING PERIOD

Indicate the time normally required for an individual to assume responsibility for the majority of tasks, performing in a satisfactory manner.

1-3 months

Give examples or reasons for your choice:

PROGRAMS CAN FOLLOW A TEMPLATE ALREADY PROVIDED IN THE LCC; MUST LEARN FROM PAST AND CURRENT MISTAKES NOT TO MAKE SAME MISTAKES AGAIN SUCH AS MARKETING & MEDIA PUBLICATIONS WITH ERRORS, INADEQUATE COMMUNICATION WITH PARTNERS, ETC. PERSON TAKING POSITION MUST BE ABLE TO WORK BOTH INDEPENDENTLY AND IN TEAMS, MUST BE ABLE TO LEAD AND MANAGE PROGRAMS WITH CONFIDENCE.

RESPONSIBILITY FOR WORK PERFORMED

Indicate the level of responsibility required of this position for processes, procedures, quality and quantity of work, or responsibility for preventing loss to the University or department through damage to equipment, work materials and loss of employee work time.

- Errors are easily detectable in succeeding operations. Poor decisions cause confusion and delay.
- Errors may involve some loss of work hours, materials and possible equipment damage, but there are normally enough checks in the system that they are detected before they can adversely affect the people or activities involved.
- Errors are not easily detectable and may have serious results such as direct production loss, extensive damage to equipment or result in considerable expense.
- Errors could result in major expense or embarrassment to the University.

What errors could occur on the job for which this position would be held accountable?

SIGNING CONTRACTS FOR WHICH HAS NOT HAD UNIVERSITY OR DIRECTOR REVIEWED; NOT ESTABLISHING GUIDELINES OR EXPECTATIONS FOR SERVICES WHICH REQUIRE PAYMENT; NOT COMMUNICATING EFFECTIVELY WITH PARTNERS AND KEY PEOPLE INVOLVED IN PROGRAMS; INADEQUATE MANAGEMENT OF FUNDS

CONTACTS

Indicate the contact level this position has with the general public and/or University employees outside their own work area in person or by phone, and where the contact significantly affects working or public relations.

- Little or no contacts outside normal work area
- University contacts concerning procedures/materials; may give routine directions; convey rules/regulations
- University and outside contacts regarding adjustments of minor differences requiring the use of tact, courtesy, and some persuasive ability.
- Frequent or regular direct contacts requiring public relations responsibility to obtain information, present specialized facts, and interpret policies/procedures, etc.
- Regular direct contacts with government officials, distinguished alumni, corporate executives, etc. requiring consistent use of good judgment, diplomacy and persuasive ability.

List the positions/persons inside/outside the University with which this position has regular contact. Describe the purpose of contact (i.e. refer inquiries, provide/obtain information, give advice, etc.). Indicate frequency of contact (daily, weekly, monthly, occasionally).

Positions/Persons	Purpose of Contact	Frequency
Pride Lafayette	COMMUNITY PARTNERSHIP	1/MTH
AREA HIGH SCHOOLS	COLLABORATING PARTNERSHIP	1/Semester
_____	_____	_____
_____	_____	_____

CONFIDENTIAL INFORMATION

Does this position require handling of confidential information/materials?

- Little or no access to confidential information
- Access to internal confidential information if disclosed, would result in embarrassment or unfairness (i.e. student grades, personnel records, salaries)
- Access to internal or external confidential information if disclosed, would be detrimental to the University (i.e. bid information, sensitive research information)
- Access to more diversified confidential information spanning major areas of the university
- Unauthorized disclosure could have serious consequences (i.e. critical knowledge of sensitive situations related to organizations, departments, or individuals dealing with the University)

Give examples of the types of confidential information that warrant the level selected:

STUDENT GRADES, CLASS SCHEDULES, ETC.

INITIATIVE AND INGENUITY

Indicate the factor that best describes the amount of initiative and ingenuity required in order to anticipate, analyze and resolve problems, evaluate factors or trends, and/or draw conclusions and plan a course of action.

- Understand and follow simple instructions
- Make simple analyses and exercise some judgment
- Make general decisions as to quality, operation and set-up sequences, or handle routine computations
- Evaluate factors, results, data, or trends to draw sound conclusions
- Use considerable initiative and independent judgment to develop or modify methods or procedures
- Make analyses and evaluations necessary for the solution of complex problems

Give examples of the types of situations that require the level of initiative/ingenuity selected above:

MUST BE EFFECTIVE IN PROBLEM SOLVING FOR POSSIBLE PROGRAM MISHAPS; MUST BE RESPONSIBLE FOR EVALUATING PROGRAM EFFECTIVENESS WITH REGARDS TO AUDIENCE, SUBJECT, MARKETING, COST, ETC. MUST WORK RESPONSIBLY AND ETHICLY WITH STUDENT POPULATIONS AS THEIR ADVISOR OR MENTOR BUT NOT AS A PEER (EX. HAVING INAPPROPRIATE PERSONAL RELATIONSHIPS WITH STUDENTS)

MENTAL DEMANDS

Check the box that best describes the level of concentration and continuous mental or visual demand.

- Minimal mental or visual effort: involves primarily simple repetitive tasks; decisions, few if any, are based upon repetitive situations
- Occasional mental or visual effort: limited to minor degrees of mental or visual effort, primarily in concentration, planning own work or minor decisions and adaptations in work process
- Moderate mental or visual effort intermittent mental or visual demands that involve some decisions, adaptations, planning and concentration. Normal office routine
- Frequent mental or visual effort: considerable and frequent application of mental effort or visual concentration primarily in planning and decision making for own job and for the work of others
- Continuous mental or visual effort: high degree of consistent mental or visual application to all aspects of the job, and the work of others; requires making decisions of a non-routine nature

Additional information or comments (describe any other aspects of the position that are important):

STOP HERE

Continue ONLY if you wish to POST this position.

PURDUE UNIVERSITY STAFF POSITION – POSTING FORM

Date: 5/16/13

LGBTQ Center - Division of Diversity and Inclusion

Org Unit Name

Org Unit #

Position ID #

Position Title: PROGRAM COORDINATOR

Position Info:

Last incumbent: _____

Anticipated start date: August 1, 2014

If hours are not Monday thru Friday 8am-5pm, identify:

Is overtime required? **Yes**

Overtime Frequency: 4-6 TIMES PER SEMESTER

Salary Info:

Org Unit Range: \$36,000 - \$38,000

If this is a less than 100% position and/or less than 12 month position, please provide the salary range that reflects the term of appointment (i.e. 50%, 9 month range).

May we share the approved org unit range with applicants?

Yes, share bottom of the range only

Recruitment/Advertising:

Do you plan on advertising outside of the Purdue website?

Yes

Does your org unit require national advertising for this search?

No

Do you need assistance in creating a recruitment plan to assist you in reaching your recruitment goals?

No

Have you filled out the Recruitment Plan on the following page?

Yes

Comments:

Direct Referrals To:

Name: _____

Bldg/Room: LGBTQ Center

Phone: _____

E-mail: _____

Background Checks

For position(s) posted 5/1/11 or after, a basic background check is required for all benefits eligible positions. Additional checks beyond the basic check (criminal check, sex offender, and SSN Trace) are at the requesting department's expense. <http://www.purdue.edu/hr/Employment/index.html>

**Please list any additional checks beyond the basic check:
DEGREE CHECK**

Business Office Contact for Background Checks (Please Print Name)

Fiscal Authorization Signature – REQUIRED **Date**

Posting Authorization Signature – REQUIRED **Date**

APPROVED POSITION INFORMATION (FOR HR USE ONLY)

Date:

Employee Group:

HR Approved Range:

RECRUITMENT PLAN

Unit Goals (established by the Office of Institutional Equity and reviewed with your Dean/VP) for this vacancy include the following:

Section A:

- Gender Minority

Section B:

In an effort to achieve a diverse applicant pool to help reach above goals, the following strategies will be undertaken:
(The scope of the recruitment efforts should go beyond strategies 1 and 2. Strategies 1 and 2 will automatically be undertaken.)

- 1. Circulate vacancy announcement within department.
- 2. Utilize referrals generated by Human Resources – Talent Acquisition.
- 3. Place advertisements in local/regional news media. (See Section C Below)
- 4. Advertise in appropriate professional journals, newsletters, and job registries. (See Section C Below)
- 5. Undertake community outreach activities.
- 6. Contact departments at other institutions who may have qualified staff or degree candidates who are interested.
- 7. Contact potential candidates at professional meetings.
- 8. Contact women and minorities presently on the staff for help in identifying potential candidates.
- 9. Utilize personal or professional contacts to identify candidates from targeted underrepresented groups specifically.
- 10. Contact members of the targeted groups who are presently candidates for degrees.
- 11. Utilize lists of names from previous searches for a similar position in the department.
- 12. Utilize relevant organizations, associations, and agencies in soliciting individual referrals.
- 13. Other _____

Section C:

Please specify resources you plan to use for advertising.

LISTSERVES AND PURDUE HR POSTING