

**THE TEXAS A&M UNIVERSITY SYSTEM OFFICES
POSITION DESCRIPTION**

HR 182
(3/11)

I. General Instructions:

The Position Description form is used to record the duties, responsibilities, qualifications, and fiscal impact of classified and nonclassified staff positions. This information is the basis for determining the title, salary rate, and Fair Labor Standards Act exemption status for staff positions. To achieve these purposes, it is essential that detailed and exact information pertaining to current duties, responsibilities, and qualifications be accurately recorded on this form.

A. Member of The Texas A&M University System: System Offices	B. Department or Division: Academic Affairs
C. Member ADLOC Account Number: 26-220590	D. Source of Funds by Type (E&G, Auxiliary, Restricted, etc.): AIAG
E. Member Funding Account Number(s) & Account Title(s): RELLIS; 26-220590	F. Duration of Position: Indefinite
G. Place of Work (Building Name and Room Number): RELLIS Academic Alliance	H. Employee Name (leave blank if position is new or vacant):

II. General Information:

A. Check box and complete title(s), title code(s) and PIN as appropriate:

Establishes A New Position Changes A Budgeted Position Updates Job Description Determines FLSA Exemption Status

Present Title Student Worker I Title Code 7621

PIN _____

Proposed Title _____ Title Code _____

B. Secondary costs that will be incurred as a result of this action such as equipment, travel, clerical support, etc. (describe and provide amount):
None

C. Title(s) and number of employees supervised by this position. If no employees are supervised, indicate "None":
None

D. Is the position of a security sensitive nature (i.e., does it require regular handling of large amounts of currency or is the person in situations where funds could be diverted from System accounts for personal use; does the position have access to master keys to sensitive work areas; or is the position afforded access to data files that could result in alteration, deletion or unauthorized access to sensitive System information)?
Yes

E. Machines or equipment used by this position. Indicate hours during an average week that each piece of equipment is used. For most positions the combined total usage will seldom approach 40 hours:

Computer	8 hrs.	Telephone	8 hrs.		hrs.
	hrs.		hrs.		hrs.

F. Qualifications required in filling a future vacancy in this position. Keep the position in mind rather than the current or potential occupant.

	Necessary Qualifications	Preferred Qualifications
Education:		
Experience:	-	
Licenses, certificates or registration:		
Special knowledge, abilities and skills:	•	
Other requirements or other factors:	Ability to multi-task and work cooperatively with others.	

III. Statement of Responsibility:

A. General Summary: Please summarize in three or four sentences the general purpose, scope and responsibilities of this position:

Typical duties include answering and routing phone calls for a small group of employees, opening and routing mail, routine filing, simple typing or data entry, assembling and binding reports, hand-delivering correspondence or reports to other offices, assisting with inventory, etc. Constant supervision is required.

B. Specific Duties: Please list in detail the duties assigned to this position and estimate the percent of time represented by each duty over a given period of time. These percentages should add up to 100. The duties which are essential to the position and would be expected to be performed by any incumbent, with or without the assistance of a reasonable accommodation, should be identified with an asterisk.

Work performed	If function is essential, place an asterisk	Percent of total time
Answering phones	*	30
Support for faculty and staff (copying, binding, printing, etc.)	*	20
Document filing (physical and digital)	*	10
Delivering correspondence and documents	*	5
Greeting students and directing visitors to the appropriate office(s)	*	30
Other duties as assigned	*	5
	*	
	*	
	*	
	*	
Other duties as assigned.		

IV. Fair Labor Standards Act Exemption Information:

A. The purpose of these questions is to determine if this position is exempt from the overtime pay provisions of the federal Fair Labor Standards Act. Review the questions, definitions and examples below and respond to the following questions based on the duties performed.

	Yes	No	Unsure	Percent of time
1. Do the employee's <i>primary duties</i> consist of the <i>management</i> of a customarily recognized department or subdivision thereof?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____
2. Does the employee customarily and regularly direct the work of <i>two or more other employees</i> of the organization?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____
3. Does the employee perform responsible <i>office or non-manual work directly related to management policies or general business operations</i> of your employer?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____
4. Does the employee perform responsible work that is directly related to the academic instruction or training carried on in the administration of an educational establishment?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____
5. Does the employee customarily and regularly exercise <i>discretion and independent judgment</i> and have the authority to make important decisions?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____
6. Does the employee's work require knowledge of an advanced type in a <i>field of science or learning</i> , customarily acquired by a prolonged course of specialized intellectual instruction and study?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____
7. Is the employee's work <i>original and creative in character in a recognized field of artistic endeavor</i> , the results of which depend primarily on his or her invention, imagination or talent?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____

B. Definitions/Examples: The following information contains excerpts and examples taken from U.S. Department of Labor regulations and does not contain the complete text.

Term	Definition/Example
<i>Primary duty</i>	The amount of time spent in the performance of management duties is a useful guide for determining if the duty is primary. A rule of thumb is that primary duty means the major part or over 50 percent of the employee's time.
<i>Management</i>	Work such as the following is exempt: interviewing, selecting and training employees; adjusting pay and schedules; appraising productivity; disciplining; or determining techniques, tools, equipment, and materials to be used.
<i>Department or subdivision</i>	Intended to distinguish between a mere collection of workers assigned from time to time to a specific job and a unit with permanent status and function.

<i>Two or more other employees</i>	Must be at least two full-time regularly supervised employees or the equivalent number of part-time employees.
<i>Office or non-manual work</i>	Must be office workers or non-manual workers which indicates "white collar" employees. If the work performed is office work, it is immaterial whether it is manual or non-manual in nature.
<i>Directly related to management policies of general business operations</i>	Must consider the nature of the function of the agency. The employee must be in a strictly administrative function carrying out policies or general business duties and not merely carrying out the day-to-day operations.
<i>Discretion and independent judgment</i>	Involves the comparison and the evaluation of possible courses of conduct and acting or making a decision after the various possibilities are considered. This implies authority to make an independent choice, free from immediate direction or supervision and with respect to matters of significance. Merely applying knowledge in following prescribed procedures, determining which procedure to follow, or determining if standards are met is not exercising discretion and independent judgment.
<i>Field of science or learning</i>	In addition to law, theology and medicine, includes those professions that have a recognized status and which are based on the acquirement of professional knowledge through prolonged study; e.g., bachelor's degree in accounting, engineering, architecture, teaching, sciences, medical technology, etc.
<i>Work original and creative in character in a recognized field of artistic endeavor</i>	Different from work produced by a person endowed with general manual or intellectual ability and training; includes music, creative writing, the theater, and the plastic and graphic arts.

Name, title and office telephone number of immediate supervisor

Isaiah Vance	Associate Director RELSIS Academic Alliance
ivance@tamus.edu	979.458.2487

V. Certifications:

If this Position Description form is to establish a new position, all signature blocks below must be completed. If the Position Description form is to update an existing position or to determine the federal Fair Labor Standards Act exemption status, only the employee and supervisor must sign. If the Position Description form is being reviewed subsequent to initial approval and found to be accurate, the employee and supervisor must initial and date on the first available line in the block below.

Date *Employee Signature*

Date *Immediate Supervisor Signature* _____
Title

Date *Department Head Signature* _____
Title

Date *Department Head's Supervisor Signature* _____
Title

PLEASE FORWARD THE COMPLETED POSITION DESCRIPTION FORM TO:

**HUMAN RESOURCES
MAILSTOP 1116**

This form has been reviewed and found to be accurate: _____ Year 2-Initials of each reviewer and date reviewed _____ Year 3-Initials of each reviewer and date reviewed _____ Year 4-Initials of each reviewer and date reviewed
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