



User Group: Hiring Manager

Position Requests / Staff / New Position definition



Take Action On Position Request

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# New Position Description: Camp PD - Documentation (Staff)

Current Status: Draft

Position Type: **Staff**  
 Sub-Department: **Human Resources (2825)**

Created by: **Donald Lerew**  
 Owner: **Donald Lerew**

Summary | History | Settings

## Position Details

### Classification Details

Editable only by Human Resources

Position Classification Title
Position Classification Code
FLSA Status
Band
Step

### Position Information

Position Title	Camp PD - Documentation Currently: blank
Position Number	
Position Type	Staff Currently: blank
Employee Group	
Time Status	Temporary Currently: blank
Time Category	Temporary Currently: blank
Annual Hours	Camp Assignment Currently: blank
# of Months	Camp Assignment Currently: blank
Hours Per Week	Camp Assignment Currently: blank
Work Dates	Camp Assignment Currently: blank

A PowerSchool Company

Fulfilling the Higher Education Mission.	<b>Department</b>	Human Resources (2825) Currently: blank
	<b>Campus</b>	Main Campus (Grantham) Currently: blank
	<b>Community of Educators Category</b>	Non Faculty/Non-COE Currently: blank
	<b>Hiring Range Approved Date</b>	
	<b>System Position Number</b>	

Position Description

<b>Position Summary</b>	This is the position summary... Currently: blank
<b>Education Required</b>	This is the education required... Currently: blank
<b>Education Preferred</b>	
<b>Experience Required</b>	This is the experience required... Currently: blank
<b>Experience Preferred</b>	
<b>Skills, Characteristics Required for Position</b>	These are the skills required... Currently: blank
<b>Special Working Conditions</b>	Here are the special working conditions... Currently: blank
<b>Driving Requirements</b>	N/A Currently: blank
<b>Essential Employee</b>	N/A Currently: blank
<b>Campus Security Authority</b>	Yes - Position mandated by law to report crime to Dept of Safety/police. Currently: blank
<b>Primary Duties</b>	1. Here are a list of duties... 2. Maintain consistent and reliable attendance Currently: blank
<b>Secondary Duties</b>	1. Here are a list of other duties... 2. Other duties as assigned Currently: blank

Critical Operating Practices:

This position requires the following of the incumbent:

- Consistent demonstration of the highest standards of personal integrity
- A commitment to cultural intelligence and developing strong inter-cultural engagement skills
- Productive efforts toward the achievement of department goals and the University's strategic plan
- Consistent engagement in the communication process, actively seeking to make sure that priorities and initiatives as well as changes are communicated abundantly
- Consistent efforts to foster a work environment that is rooted in Christian values
- Integration of Christian faith into daily work

Compliance

Employees must comply with the use of Personal Protective Equipment (PPE) which includes, but is not limited to, safety glasses, chemical splash goggles, protective footwear, gloves (mechanical, chemical resistant, electrical, cut-resistant), face shields, hearing protection, protective clothing, etc. Requirements for use of PPE are communicated in the Safety Manual, Section 25; by supervision; in area safety rules; in machine and process procedures; and by posted signage. In addition, if a task exists with an inherent hazard potential but the use of PPE has not been identified, employees are encouraged to use the appropriate PPE to protect against the hazard.

Supervisory Responsibilities

<b># of Administrative</b>	0 Currently: blank
<b># of Staff</b>	0 Currently: blank
<b># of Students</b>	0 Currently: blank

Action Number

Action Number

Position Justification 

Position Justification

<b>Position Request Reason</b>	New Position
<b>Justification for position:</b>	Camp Assignment Currently: blank
<b>Funding Available:</b>	Yes Currently: blank
<b>Funding Details:</b>	Camp Assignment Currently: blank
<b>Requested Rate/Base Salary:</b>	Camp Assignment Currently: blank

Position Budget 

Budget Summary

<b>Budget Orgn Number</b>	2825 Currently: blank
<b>Budget Acct Number</b>	6120 Currently: blank
<b>Percent Funded</b>	100 Currently: blank

Supervisory Position 

Supervisor Position Description

<b>Job Title</b>	Assistant Director of Human Resources
<b>Position Number</b>	2022_0373PD_STF
<b>Org Unit</b>	Human Resources (2825)
<b>First Name</b>	Donald
<b>Last Name</b>	Lerew
<b>Email</b>	4279431144001844238_1678430767_1375_2_emailaddress@zed.zed

**Supplemental Documents** 

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New Position Description Documents

Current Position Description Documents  
No documents have been attached.

**Employee** 

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This position description is vacant.