



User Group: Human Resources

Position Requests / Staff / New Position definition



Take Action On Position Request

- Print Preview
- Add to Watch List

New Position Description: Camp PD - Documentation (Staff)

Current Status: Human Resources Review

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

Created by: **Donald Lerew**
 Owner: **Human Resources**

Summary | History | Settings

Classification

Classification Information

Classification Title	Camp Worker
Classification Code	CMP01
FLSA	Exempt
Salary Table	S2
Band	01
Step	0

Position Details

Classification Details

Editable only by Human Resources

Position Classification Title	Camp Worker Currently: blank
Position Classification Code	CMP01 Currently: blank
FLSA Status	Exempt Currently: blank
Salary Table	S2 Currently: blank
Band	01 Currently: blank
Step	0 Currently: blank

A PowerSchool Company

Position Information

Fulfilling the Higher Education Mission.

Help

Position Title	Camp PD - Documentation Currently: blank
Position Number	CW2825 Currently: blank
Position Type	Staff Currently: blank
Employee Group	Camp Worker Currently: blank
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
Department	Human Resources (2825) Currently: blank
Campus	Main Campus (Grantham) Currently: blank
Community of Educators Category	Non Faculty/Non-COE Currently: blank
Hiring Range Low	Camp Rate Currently: blank
Hiring Range High	Camp Rate Currently: blank
Hiring Range Target	Camp Rate Currently: blank
Hiring Range Approved Date	04/18/2023 Currently: blank
Internal HR Notes	
System Position Number	

Position Description

Position Summary	This is the position summary... Currently: blank
Education Required	This is the education required... Currently: blank
Education Preferred	
Experience Required	This is the experience required... Currently: blank

Experience Preferred	
Skills, Characteristics Required for Position	These are the skills required... Currently: blank
Special Working Conditions	Here are the special working conditions... Currently: blank
Driving Requirements	N/A Currently: blank
Essential Employee	N/A Currently: blank
Campus Security Authority	Yes - Position mandated by law to report crime to Dept of Safety/police. Currently: blank
Primary Duties	1. Here are a list of duties... 2. Maintain consistent and reliable attendance Currently: blank
Secondary Duties	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

# of Administrative	0 Currently: blank
# of Staff	0 Currently: blank
# of Students	0 Currently: blank

Action Number

Action Number	2023_0070A_STF
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 **Position Justification** 

Position Justification

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

Position Budget 

Budget Summary

Budget Orgn Number	2825 Currently: blank
Budget Acct Number	6120 Currently: blank
Percent Funded	100 Currently: blank

Supervisory Position 

Supervisor Position Description

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

Supplemental Documents 

New Position Description Documents

Current Position Description Documents
No documents have been attached.

Employee 

This position description is vacant.



CHAT