PeopleAdmin Job Description Guide

The Bureau of Labor Statistics provides occupational employment statistics. You can search for position titles and it will help you with typical job duties and qualifications with that type of position. http://www.bls.gov/oes

Research and compare similar positions in similar industries. Resources to use include HigherEd Jobs, Indeed, LinkedIn, peer institutions, and professional association job boards.

Job Title	The job title should define the job and provide applicants with a clear picture of what the job is. A few common titles at MSU include Director, Officer, Manager, Analyst, Coordinator, Specialist, and Assistant. These are listed in a generic order of importance, but there is no hard rule for a job title and where it will fall in the organizational tree or for the salary grade that will be assigned. However, these terms do not have to be used in the job title, depending on the career field (i.e., Human Resources Generalist). EXAMPLES: Research Analyst Transfer Coordinator Senior Accountant, Grants & Contracts Director, Career Services/Lecturer Military Science Specialist
FLSA Classification	Leave blank. When the request gets to Compensation, an analysis will be performed on the JAQ to determine whether the position is Exempt or Non-Exempt. Classification is not driven by job title nor is it driven by the person currently in the position, it is based on the duties required in the position. For more information related to determining the FLSA Classification: Fact Sheet #17S: Higher Education Institutions and Overtime Pay Under the Fair Labor Standards Act (FLSA) | U.S. Department of Labor (dol.gov) eCFR :: 29 CFR Part 541 -- Defining and Delimiting the Exemptions for Executive, Administrative, Professional, Computer and Outside Sales Employees
EEO Classification	Leave blank. Compensation will determine and update.
MSU Salary Grade	Leave blank. When the PeopleAdmin Position Description request gets to Compensation, an analysis will be performed on the JAQ, the job description, and industry hourly rate/salary standards.
SOC Codes	You may review the Standard Occupational Classification Manual and determine the SOC Code, or you may leave it blank. The SOC codes are located here: HERE If it is left blank, Compensation will review and update the SOC Code.
MSU Position Schema	You may leave this blank. When the request gets to Compensation, they will build a SCHEMA and enter it in the request. The SCHEMA is a unique code in Colleague that identifies the position. It identifies the position a person is placed in and how they will be compensated.
Job Family	Leave blank. Compensation will determine and update.
AAP Code	Select whether the position is on Main Campus or Off Campus.
Required Education	Leave blank.

Other Education Explained	Leave blank.
Equivalency	Leave blank.
Required Experience Years/Months	Leave blank.
Other Required Experience Years/Months Explained	Leave blank.
Required Certifications/Licenses	Leave blank.
Classification Effective Date	Leave blank. Compensation will determine and update.
Job Summary	The Job Summary includes a summary and overall objective of the job in 2-5 sentences, in paragraph form. Do not list anything in this section that is covered in a section below. Avoid repetition. EXAMPLES: The Director for Financial Planning and Analysis prepares and coordinates financial data analysis to develop projections and statistical models with recommendations and conclusions for executive decision making. Serves in an advisory role to increase organizational efficiency and institutional outcomes. The Transfer Coordinator will be responsible for the overall development, evaluation and implementation of a transfer degree/audit program that will create a seamless transition for transfer students applying to Morehead State University. This person will provide a vision and direction for transfer academic advising and assist with the training of academic advisors at MSU and the community colleges in transfer equivalencies. The Transfer Coordinator will analyze, verify accreditation, and create an electronic academic transcript for all non-matriculated and 2+2 articulation applicants at the time of inquiry. The position requires data encoding in the Datatel Colleague transcripts module, degree audit module, block transfer module and degree/audit transfer articulation matrix. This is a highly technical position that involves a complex credit equivalency matrix and modules dealing with very sensitive and confidential data information.
Essential Duties and Responsibilities	This section includes tasks that are part of the job and are truly necessary or a requirement to perform the job. Write each duty and/or responsibility on a separate line. Do not use headers, bullet points, bold, italics, or underline text. Do not list every single task the position could ever perform, limit the list to those that are essential to the position. Start each duty/responsibility with an action verb in third-person singular present tense. Examples include develop**s**, assist**s**, manage**s**, create**s**, complete**s**, etc. Do not use verbs that imply a one-time occurrence, such as "implements". Once a task is implemented, is it then managed or maintained? If so, use a word that implies ongoing work. EXAMPLES: Supports maintenance by submitting images to a server-based digital image database that includes text descriptions.

	Assists in the development and implementation of Traditional Music curriculum and maintaining academic rigor. Plans, organizes and conducts educational programs for the campus community to promote compliance with policies and regulations and promote operational efficiency. Maintains accurate time cards for all shift employees; ensures that preventive maintenance is performed on all departmental equipment; ensures that accurate records are prepared and maintained.
Other Duties and Responsibilities	Always include the statement: Performs other duties as assigned by supervisor. This section would include other duties that are not regular occurrences in the position. EXAMPLES: Advises prospective students with regard to their transfer status and courses as they relate to future matriculation at MSU. Provides leadership and advising training to MSU academic advisors and advisors at transfer institutions in the service region. Performs other duties as assigned by supervisor. Participates in professional organizations such as Kentucky Association of Colleges and Employers and National Association of Colleges and Employers for the purpose of remaining on the forefront of on campus recruiting trends. Represents the Office of Career Services at recruitment and registration activities (e.g., Open House, SOAR, etc.) as appropriate and necessary. Performs other duties as assigned by supervisor.
Organizational Relationships	This section identifies to whom the position reports (by title, not name) and any positions supervised. Can also include to whom the position interacts with across campus. EXAMPLES: The Financial Manager reports directly to the Director of the Center for STEM+eXcellence. This position interacts with representatives from the Office of Research and Sponsored Programs; departmental faculty and staff; personnel from Human Resources and personnel from Accounting and Budgetary Control, other Center staff including program educators, pre-service teachers, student interns, student volunteers, and vendors. The Transfer Coordinator reports directly to the Associate Registrar. This position interacts with students, deans, department chairs, University administrators, alumni and external agencies.
Minimum Requirements	The minimum qualifications are the minimum amount of education and/or experience and the minimum level of knowledge, skills, abilities, licensures, certifications and other job-related requirements that must be met for a candidate to be considered for a position. This section should be written in paragraph form. If a Bachelor's degree or higher is required, the employee in the position will be eligible for KTRS/ORP retirement. If an Associate's degree or lower is required or

allowed, the employee in the position will be eligible for KERS/KPPA retirement. For example, if the minimum requirement is written as "bachelor's degree and 1 year of experience or an associate's degree with 3 years of experience", then the employee would be eligible for KERS/KPPA retirement.

The amount of experience in years will factor into the formula for determining the recommended hourly rate/salary. For example, if the minimum years of experience is 2, then credit for an hourly rate/salary over the entry market for the grade will only be given for experience beyond 2 years. If the candidate has 6 years of experience, then credit will be given for 4 years when determining the appropriate hourly rate/salary. If the candidate has 2 years of experience, then no credit will be given towards an hourly rate/salary over entry for the grade. For more details, please contact Compensation at 783-2097.

Also consider the discipline, salary and the region we are located in when determining the qualifications. How you write those qualifications may limit the number of qualified applicants for a posting. On the other hand, don't make the quals so loose that your applicant pool is filled with those who cannot perform in the position.

The University will not hire a candidate who does not meet ALL of the minimum qualifications. This is important for when it is time to do the job posting. All applicants must be approved by the Chief Diversity Officer for interview and this is an area reviewed for approval. Ensure you are not accidentally disqualifying or discouraging people from applying who might actually be qualified for the position.

EXAMPLES:
Bachelor Degree in a business-related field and 2 years of experience in bookkeeping, accounting, or other related office experience. Hands-on computer experience, effective communication skills, accuracy in detail work, and excellent ability to relate to university staff, vendors, and stake-holders. Experience with and knowledge of various computer software including but limited to Microsoft Excel.

Associate's degree and four years of progressively responsible secretarial experience; or high school diploma or GED equivalent with 8 years of progressively responsible secretarial experience. Must have experience with and knowledge of various computer software programs related to department needs. Must be knowledgeable of department and university programs in order to answer inquiries based upon administrative policy.

Additional Desirable Qualifications	Include in this section any knowledge, skills and abilities that are desired for completion of job duties, but not minimally required. Grant writing, knowledge of higher education, experience in STEM, etc. These qualifications can help you identify applicants who stand out in a group. For example, if a minimum qualification is a Bachelor's Degree; a desired qualification could be a Master's Degree. If minimum qualifications include 2 years of experience in generalized HR work; desired qualifications could be additional years of experience in a specialized area of HR such as recruitment, training, or benefits administration.

	Consider how you will divide candidates for a posting. You may decide to use Tier One and Tier Two categories. Tier One applicants meet the minimums only whereas Tier Two applicants meet the minimum but also have the desirable qualifications. This can help you decide who to consider for interviews. EXAMPLES: Experience in grant writing and development. Relevant experience with informal education and/or grant related budgeting and/or accounting. Master's degree in art or related field. Caption writing experience. Working knowledge of Photoshop or related software. Demonstrated success in a team-oriented working environment. Ability to schedule multiple events in succession and fulfill scheduled responsibilities.
Physical Requirements	If the position requires extraordinary effort in the duties of the position (i.e., bending, lifting, climbing, running, etc.), then list those requirements here. If no extraordinary effort is required, you may leave this section blank. EXAMPLES: The working conditions do not require extraordinary physical labor and is in an office/indoor environment. This position requires good working relationships with administrators, staff, and educators. Working conditions include sitting, standing, stooping, walking; extreme physical demands at scenes of emergencies for long periods of time; lifting heavy objects (more than 25 pounds); may be outdoors for extended periods of time, regardless of weather conditions; exposure to high places, confined spaces, noise, machinery and its moving parts, fumes, chemicals and toxic substances. Must be able to physically restrain individuals when required.
Working Conditions	This section should describe what is normally expected and required, identify indoor/outdoor work, physical effort required, exposure to physical risk, pressure due to deadlines. EXAMPLES: The working conditions do not require extraordinary physical labor and is in an office/indoor environment. This position requires good working relationships with administrators, staff, and educators. The Academic Department Specialist works in a highly productive office environment with interruptions and noise due to frequency of visitors, students, faculty, staff, and callers. Pressure is expected on the job due to the frequency and number of visitors and callers and the meeting of multiple job deadlines. Overtime may be required during emergencies. This position calls for initiative, good judgment, and a high degree of responsibility, and the ability to handle information of a confidential nature.

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