

**ATHENS STATE UNIVERSITY
JOB DESCRIPTION**

Position Title: _____
Supervisor's Title: _____

JOB SUMMARY:

ESSENTIAL FUNCTIONS:

- Demonstrates flexibility and adaptability to changing work scope and tasks based on need.
- Actively works towards building cooperative and collaborative relationships with peers and internal faculty and staff.
- Maintains "open door" to internal and external customers.
- Identifies opportunities for improvements to work practices and offers viable solutions for implementation.
- Proactively engages in problem solving related to tasks in this position with internal and external people.
- Routinely practices self-monitoring by assessing self to make improvements or take corrective action to improve performance.
- Completes other tasks as assigned.

REQUIRED EDUCATION, EXPERIENCE, STANDARDS, AND TRAINING:

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REQUIRED LICENSE, CERTIFICATION, OR SPECIAL CREDENTIALS:

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OTHER QUALIFICATIONS AND JOB REQUIREMENTS:

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Reviewed by:

Employee Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____