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:

REQUIRED LICENSE, CERTIFICATION, OR SPECIAL CREDENTIALS:

OTHER QUALIFICATIONS AND JOB REQUIREMENTS:

Reviewed by:
Employee Signature: ____________________________ Date: ________________

Supervisor’s Signature: ____________________________ Date: ________________