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| Position Description**Position Information**

|  |  |
| --- | --- |
|  Position Title |  Job Title (Administrative / Professional Faculty) |
|  |   |
| Department |
| **211100 ACS – CSS/211114-Crop/Soil Sci Extension (choose one)** |
| Employee Name | Effective Date |
| **Recruitment** |   |
| Position Number |  Appt % |  Appt Basis |  FLSA Status |  Job Location |
| **N/A** |  **100 (change if less)** |  **9 or 12 month apt.** |  N/A | **Corvallis (change if other)** |
|  |
| Position Summary **(Please complete)****Include the following statement,** *“*College of Agricultural Sciences faculty are committed to enhancing student success by engaging students in quality academic, research, internships, global studies, and other experiential learning opportunities. Positions with primary responsibility for extension and outreach are likewise committed to learner success through programming appropriate for diverse audiences." |
|  |
|  Decision Making/Guidelines (**Please complete)** |
| **Incumbent is responsible for decisions regarding xxxxx.** **Choose the answer that best fits this position (remove all that do not apply)*****Decisions generally only affect your job or specific functional area.******Decisions may affect a work unit or area within a department; your job may contribute to business and operational decisions that affect the department.******Decisions have major implications on the management and operations of an area within a department; your job may contribute to important strategy, operations, and business decisions that affect the department.******Decisions have significant, broad implications for the management and operations of a division/entire organization; your job contributes to decisions on the overall strategy and direction of the entire organization.******Who is impacted by the actions of this position?******☐ Entire University ☐ Vendors/Suppliers/Contractors******☐ Functions across the University ☐ Donors and Alumni******☐ Department ☐ Students/Parents******☐ Direct team ☐ Other External*** ***Agencies and Institutions******☐ No significant impact on anyone*** |
|  This position requires a clear and unambiguous commitment to compliance of all National Collegiate Athletic Association (NCAA) regulations for Division I (FBS) universities. |
| **No**  |
|  |  |  |  |
|  Lead Work or Supervisory Responsibilities (remove all that do not apply) |
| **Plans WorkAssigns WorkApproves WorkDisciplines/RewardsResponds to GrievancesHires/Fires (or effectively recommends)Prepares/signs performance evaluations/reviews** |
|  Percent of time on lead work or supervision **(complete if applicable)** |  Employees directly supervised **(type and number, if applicable)** |  |  |
|  |  |  |  |
| Position Duties **(please complete, include percentages of each duty to equal 100%)** |
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**Qualifications**

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| Minimum Required Qualifications **(Please complete)** |
| Demonstrable commitment to promoting and enhancing diversity. (**Director and above this is required, if this is not a director position and you would like it required, you can make it so, otherwise move down to “preferred”)**This position requires driving a University vehicle or a personal vehicle on behalf of the University; therefore, the incumbent must successfully complete a Motor Vehicle History Check, possess and maintain a current, valid driver's license in their state of residence, be determined to be position qualified and self-report convictions (as per Voluntary and Compulsory Driver Standards OAR 125-155-0200) as per OAR 576-056-0000 et seq. Offers of employment are contingent upon meeting all minimum qualifications including the Motor Vehicle Check Requirement. **(If Drivers license required, leave this in the PD, if not remove-to help you make this decision, would the person be fired if they lost their license during their employment? If so, his means it is an essential duty so DMV check is required)**This position is designated as a critical or security-sensitive position; therefore, the incumbent must successfully complete a Criminal History Check and be determined to be position qualified as per OSU Standard 576-055-0000 et seq. Incumbents are required to self-report convictions and those in Youth Programs may have additional Criminal History Checks every 24 months. **(If Criminal History check is required, include this, if not remove, use this** [**cross-walk**](http://hr.oregonstate.edu/sites/hr.oregonstate.edu/files/ercc/criminal-history/background-check-crosswalk.pdf) **to assist in decision.** |
|  Preferred (Special) Qualifications**(Include *one* of the following statements, as applicable**)“Record of/commitment to work with underrepresented/underserved students or other audiences.” |
|  |
|  This position is designated as a critical or security-sensitive position; therefore, the incumbent must successfully complete a Criminal History Check. ([**cross-walk**](http://hr.oregonstate.edu/sites/hr.oregonstate.edu/files/ercc/criminal-history/background-check-crosswalk.pdf) **to decide if the CHC is required**) |
| **Yes or No** |
|  This position must possess and maintain a current, valid Driver License and maintain a satisfactory driving record while serving in the position. **(Question to ask yourself/committee, if the incumbent lost their driver’s license during the term of their employment, would this be grounds for termination? If so then driving is an essential function of the position)** |
| **Yes or No** |
|  Working Conditions / Work Schedule (**indicate any working conditions out of the ordinary office environment)** |
|  |

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