

Northwestern Health Sciences University
Position Description

Position Title: _____ **Date:** _____

Department: _____ **Manager:** _____

PRIMARY PURPOSE: State briefly, in one to three sentences, the primary purpose of this position.

MISSION AND VISION OF NORTHWESTERN HEALTH SCIENCES UNIVERSITY:

The mission of Northwestern Health Sciences University is to advance and promote natural approaches to health through education, research, clinical services and community involvement.

Our collective vision is to develop an environment that fosters exemplary, innovative and ethically based educational programs in natural health care. We will also support clinical research, provide leadership for the development of collaborative and integrated health care models, prepare students for successful careers, provide lifelong learning opportunities, and be of service to our community. Through assessment of the academic achievement of the learners and the effectiveness of our research and service programs, we will demonstrate our commitment to excellence and continuous improvement.

COMPETENCIES: Following are the core competencies that apply to staff and managerial positions. In addition, there may be job specific competencies.

Staff: Initiative, Attendance and Reliability, Planning and Utilization, Job/Technical Knowledge, Judgement and Decision Making, Relationships with Others,

Managerial: Leadership, Judgement and Decision Making, Communication, Planning and Utilization, Staff Management, Job/Technical Knowledge

ESSENTIAL JOB FUNCTIONS:

List the major areas of responsibility of the job in descending order of importance. Indicate the approximate percentage of time spent on each responsibility. Under each responsibility, summarize the specific duties required to perform the job.

Essential Job Function (Major Area of Responsibility)	Percent Of Time	Tasks Required to Accomplish The Essential Functions

Essential Job Function (Major Area of Responsibility)	Percent Of Time	Tasks Required to Accomplish The Essential Functions

OTHER JOB DUTIES: Indicate any other job duties that are part of this job, but are not considered essential to the job.

SCOPE OF POSITION:

- a. Identify the position title of the manager to whom the incumbent(s) reports:

- b. Identify the position titles of other direct reports that also report to the same manager.

- c. Supervisory responsibility, if applicable:

Job Titles of those supervised	Number of Employees	Number of FTE's	Does this position				
			Assign Work?	Inspect Work?	Train, Instruct Or Develop?	Conduct Performance Reviews?	Make Hiring Decisions?

- d. List equipment, assets, budgets and/or facilities for which the position has responsibility.

- e. List any other information relating to the scope of the position.

CONTACTS:

a. List the incumbent’s regular contacts within the University by type of position. Do not include incumbent’s manager, direct reports or others in the same department. Briefly describe the frequency (daily, weekly, monthly, etc.) and purpose of each contact.

Internal NWHSU Contacts

Regular Internal Contacts	Frequency	Purpose

b. List the incumbent’s regular contacts outside the University by type of contact. Include students, alumni, patients, vendors, donors, community leaders, government officials, etc. Briefly describe the frequency (daily, weekly, monthly, etc.) and purpose of each contact.

External NWHSU Contacts

Regular External Contacts	Frequency	Purpose

ACCOUNTABILITY AND DECISION MAKING

Describe at least two, but no more than five, typical decisions the incumbent makes as a regular part of the job responsibilities. In the second column, describe the type of guidance the incumbent receives in making these decisions. In the third column, identify the part(s) of the University affected by the decision.

Typical Decision	Guidance Received	Part(s) of University affected

MAJOR CHALLENGES:

Provide up to three examples of major challenges the incumbent must address as a normal part of the job and what is done in response to the challenge.

1.

2.

3.

EDUCATION:

Indicate the minimum level of formal education and/or training necessary for an individual to perform the job.

- No educational requirement
- High school diploma or general equivalency diploma (GED)
- High school diploma plus some specialized training of less than two years (e.g. technical school)
- Associate degree of two-year program
- Bachelor's degree
- Master's degree
- Doctoral or professional degree

Describe the specific field of study:

WORK EXPERIENCE:

Indicate the amount of previous work experience required for a new incumbent in this job.

- Less than six months
- More than six months but less than one year
- One year to less than three years
- Three years to less than five years
- Five years to less than ten years
- Ten or more years
- Other (please describe):

Describe the type of experience required:

CERTIFICATION, LICENSURE AND/OR REGISTRATION:

Indicate the type of certification, licensure, and/or registration that is required or preferred to perform the job.

	Required (Check if yes)	Preferred (Check if yes)
None		
Certification (describe)	<input type="checkbox"/>	<input type="checkbox"/>
Licensure (describe)		
Registration (describe)		