ROLE DESCRIPTION

1. GENERAL INFORMATION

DATE: Click here to enter a date.

POSITION TITLE: Click here to enter text.

NAME OF INCUMBENT: Click here to enter text.

_________________________________________ ____________________________
Signature of Employee Date

2. REQUIRED SIGNATURES

_________________________________________ ____________________________
Immediate Supervisor Date

_________________________________________ ____________________________
Director of Human Resources Date

_________________________________________ ____________________________
Dean/CEO Date

3. COLLEGE MISSION STATEMENT

The University of Montana-Helena College of Technology, a comprehensive two-year college, provides access to and support of lifelong educational opportunities to our diverse community.
4. **GENERAL STATEMENT DESCRIBING EXPECTATIONS OF POSITION** (including supervisory responsibilities, degree of initiative and independence in performing the job, and overall complexity of assigned tasks).

Click here to enter text.

5. **POSITION SUMMARY**: (List 3 to 6 major functions of the position required to accomplish the college’s goals and mission.)

<table>
<thead>
<tr>
<th>Major Functions of the Job and % of Time Spent:</th>
<th>Job Duties:</th>
<th>Qualifications (Knowledge, Skills and or Abilities Needed to Perform All Major Job Functions):</th>
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6. **Additional Proficiencies.** (List position requirements not described above, (e.g. computer hardware/software, other office equipment, laboratory equipment, prior supervisory experience, etc). **ONLY LIST EDUCATION AND/OR EXPERIENCE REQUIREMENTS WHEN A DEGREE IS MANDATORY, SUCH AS A C.P.A. FOR AN ACCOUNTANT, M.D. FOR A PHYSICIAN, ETC.**)

Click here to enter text.

7. **PHYSICAL DEMANDS** (The American with Disabilities Act requires employers to make reasonable accommodations for a person with a disability. This information is needed to assist the college in meeting these regulations.)

List any unusual physical requirements for this position:

Click here to enter text.