



EHRA Non-Faculty Position Description Components



- Primary Purpose of Position
 - Explanation of what this position does
 - Broad overview, should not include specific duties
 - 2-5 sentences



- Summary of Position Responsibilities

- Overview of the responsibilities of the position
- Should not be a copy and paste from the duties and responsibilities tab
- Should be the last section written
- 3-5 sentences



- Working Title vs. Banner Title
 - The Banner title is the position's official title. The Working Title is a more descriptive title of the position that an employee can use in their day to day work
 - Example: Assistant Director vs. Assistant Director of Undergraduate Programs



- Duties and Responsibilities

- Breaks out the responsibilities and the duties associated with those responsibilities are outlined
- BE SPECIFIC (i.e. “Reviewing student applications, selecting students to participate in the program, and monitoring their progress, offering feedback as need.” vs. “Managing students in program.”)
- Do not list any duties less than 5% (these should be combined into one section)
- This is the primary section that HR utilizes when setting salary ranges, and looking at comparable positions, so it is important to be as detailed and specific as possible.
- Each position should have 3-6 Duties and Responsibilities listed



- Independence and/or Administrative Authority and Discretion Position has
 - Description of the type of decision making and authority this position has
 - Should explain what this position has the authority to commit the University to (i.e. contracts, admission decisions, etc.)
 - This should be specific (i.e. “The director will review proposals, and contracts and make appropriate decisions based on federal guidelines that commit the University” vs. “Responsible for proposals and contracts”



- Guidance or Supervision Position
Receives

- Describes the type of supervision the position receives (i.e. “Position operates independently and provides status updates to the Dean on a monthly basis”)
- If position receives guidance from sources other than the supervisor it should be listed here



- Number of employees position supervises

- This should be the number of permanent (SHRA or EHRA) employees that this position supervises.

- Number of student workers this position directly supervises

- This includes students and temporary employees



- Responsibilities for hiring, terminating, training, disciplining, etc. of subordinates

- Include the position types (SHRA or EHRA) that the position is responsible for
- Describe the specific responsibilities (i.e. “The Director supervises 5 EHRA Non-Faculty positions, and 2 SHRA . In consultation with the Executive Director, the Director is responsible for hiring, disciplining, and firing these positions. The Director will provide training and guidance to these positions in conjunction with others in the office.”



•Minimum and Preferred Qualifications and Licenses

- These fields pull directly into the Posting.
- Anything listed under the Minimum Qualifications, the incumbent must meet.
- All EHRA Non-Faculty positions require a Masters Degree as a minimum qualification. If the position allows for it, you can list “or Bachelor’s with equivalent experience”. This means the position will require an additional 2 years of experience on top of the experience that is already required
 - i.e. If the Minimum qualifications are: “Masters degree or bachelors with equivalent experience and 5 years of experience in a related area”, the incumbent would have to have either a Masters degree and 5 years of experience, or a Bachelors degree and 7 years of experience



- Compensation and Funding Information
 - Enter if the position is Time-limited and if so, enter the position end date in this section.
 - List if the position is General or Non-General Funded.
 - Enter the anticipated salary range.
 - This salary range will be reviewed by Human Resources. Human Resources will set a final salary range, which will show on the HR Use Only tab. Please be sure to review that final salary range when creating a new position because it does not always match the anticipated range.



- ADA Compliance Form
 - The Americans with Disabilities Act (ADA) tab contains four fields that allow you to select the physical requirements, type of work, and working conditions required for the position.
 - These must be valid and job-related



- Supplemental Documentation
 - A current Organization chart is required for all EHRA Non-Faculty positions
 - If the position is FLSA Exempt, the FLSA exemption form is required
 - Any other relevant documentation can be uploaded in this section



Questions?

Contact:

Sarah Ekis at 7-1433 or sekis@uncc.edu