#### Trent University LogoOPSEU JOB DESCRIPTION

**Job Title:**

**Job Number:** XXX | VIP:

**Band:** OPSEU- X

**Department:**

**Supervisor Title:**

**Last Reviewed:**

#### **Job Purpose:**

The summary of the job.

#### Key Activities:

##### Subheading 1

* Bullet list of all the duties that the position will perform in detail
* Bullet
* Bullet

##### Subheading 2

* Bullet
* Bullet
* Bullet

##### Subheading 3

* Bullet
* Bullet
* Bullet

#### Education Required:

* Define the education requirements for the position i.e. College Diploma (2 years), General Degree (3 years), Honours Bachelor’s Degree (4 years). You may also mention preferred certifications or any designation required in this section.

#### Experience/Qualifications Required:

* The number of years of experience required to perform the job. Any additional qualifications, such as experience managing projects etc can be included in this section.

#### Supervision:

* No formal supervision of others is required.
* Provide guidance by helping new staff to adapt to the work environment or orienting others to work processes and methods on an ad hoc basis.

**OR**

* Supervise and direct the activities of student employees

**OR**
* Lead hand to the \_\_\_\_\_\_
* Provide training, guidance and direction, assigning and monitoring work for accuracy and completion and providing input into staffing decisions and performance evaluations.

**Job Evaluation Factors:**

Managers are requested to fill out the section below for job evaluation purposes.

##### Analytical Reasoning

*Indicate degree of complexity or difficulty of thinking and reasoning required by the job. Provide a relevant work example that is typical of roles and responsibilities of the job (i.e. not an occasional duty).*

##### Decision Making

*Indicate the degree of freedom to exercise initiative or act independently in making day- to-day decisions. Provide a relevant work example that is typical of roles and responsibilities of the job (i.e. not an occasional duty).*

##### Impact

*Indicate the impact or consequence to the department or University of typical actions or decisions taken by the job incumbent. Provide a relevant work example that is typical of roles and responsibilities of the job (i.e. not an occasional duty).*

##### Responsibility for the Work of Others

*Indicate whether the incumbent is directly or indirectly responsible for the work of others. Provide the title of the position(s) as well as an example of how the incumbent is responsible for the work of others on a daily basis. Specifically, indicate whether the position has responsibility for hiring and supervision of student workers.*

##### Communication

*Indicate the title(s) of individuals internal and external to the University that the incumbent communicates with on a regular basis. Provide a brief description of the purpose for communicating with these individuals*

##### Motor/ Sensory Skills

*Indicate the level of proficiency or precision in motor or sensory skills required by the job. Examples include but are not limited to: small/large movement to operate machinery; coordinated movement; equilibrium to maintain balance; dexterity to grasp, move, assemble objects or operate equipment; hearing, sight, touch, smell, taste. Provide a brief description of tasks performed that require motor/sensory skills.*

##### Effort

*Indicate the physical and/or mental demands of the position in the ordinary course of performing the role. Examples include but are not limited to: lifting, moving, carrying, pushing/pulling, reaching, kneeling, remaining motionless, sustained concentration or focus. Provide a brief description of the tasks performed that are physically and/or mentally demanding.*

##### Working Conditions

*Indicate any physical and psychological conditions of the position that make the job unpleasant, disagreeable and/or hazardous to health and well-being. Describe the nature, frequency and duration of exposure.*