**JOB DESCRIPTION**

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| 1. **GENERAL POSITION INFORMATION**
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1. **Job Identification**

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| Position Title |  | Effective Date |  |
| Position Number |  | Department |  |
| Location |  | Salary Band |  |
| Reports To |  |

1. **Job Summary**

Summarize the primary purpose of this position in one to two sentences, highlighting why the job exists in the organization, and how the position contributes to Red River College’s operations, services and/or programs.

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1. **Organizational Structure**

Please attach an Organizational Chart that identifies this position’s immediate supervisor, other positions that report to the same immediate supervisor as well as positions that report into this position.

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| 1. **POSITION RESPONSIBILITIES**
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1. **Principal Responsibilities**

Provide brief statements summarizing the key responsibilities of the job, starting with the most important responsibilities or areas of priority. There should be a maximum of eight to ten separate responsibilities listed.

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| **Responsibilities** |
| 1. |
| 2. |
| 3. |
| 4. |
| 5. |
| 6. |
| 7. |
| 8. |
| 9. |
| 10. |

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| 1. **SUPPORTING INFORMATION**
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1. **KNOW-HOW**

**Know-How** relates to every kind of knowledge, skill and experience, *however acquired*, needed to perform the job’s key responsibilities and to produce the results that are required of the position.

1. **Knowledge, Skills and Experience**

List the practical procedures, specialized techniques or scientific disciplines, skills, education and/or experience required to achieve the results expected of this position.

Education:

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Knowledge:

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Skills:

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Experience:

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1. **Working Relationships**

Highlight key working relationships and the end result or purpose behind the interactions. Contacts can be internal (i.e., other employees, committees, etc.) and/or external (i.e., service providers, other organizations, etc.) to Red River College.

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| **Contact** | **Purpose of Contact** | **Frequency** |
| Use Position Titles, Committee Names, etc. |  |  |
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1. **PROBLEM SOLVING**

**Problem Solving** relates to the novelty and nature of the thinking that is required by this position to address challenges.

Describe two to three challenges/situations encountered by this position and how this position will address the situation. For each statement, identify the tools and/or support available to this position to identify, address and resolve these challenges/situations.

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| **Challenge/Situation and Response** | **Assistance/Reference/Support** |
| 1. Challenge/Situation
 |  |
| Response: |
| 1. Challenge/Situation
 |  |
| Response: |
| 1. Challenge/Situation
 |  |
| Response:  |

1. **DECISION MAKING**

**Accountability** relates to the degree of independence afforded to the position to make decisions to meet expected results and the importance of those results to the organization.

1. **Decision Making**

Describe two or three decisions this position makes independently and the impact these decisions have on the immediate function and/or the organization as a whole. These are examples of decisions taken without the need to obtain approval or further reference to more senior employees.

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| **Decisions** | **Impact** |
| 1. |  |
| 2.  |  |
| 3. |  |

1. **Recommendations**

Identify two or three areas where the position is called upon to make recommendations. What are the typical areas where recommendations are made and to whom? This section differs from the above, since making recommendations considered the need for approval before any action can be taken.

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| **Recommendations** | **To Whom** |
| 1. |  |
| 2. |  |
| 3. |  |

1. **WORKING CONDITIONS**

**Working Conditions** consider the environmental context (physical effort, environment, sensory attention and mental stress) in which the job is performed.

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| 1. **Physical Effort**
 | Describe the level, nature and frequency of physical activity required to perform the job, and which may cause strains, physical discomfort and/or fatigue.  |
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| 1. **Physical Environment**
 | Describe the environment in which the job operates, including any exposure to unfavourable conditions with the related intensity, duration and frequency. |
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| 1. **Sensory Attention**
 | Describe the activities performed by the job that require sensory attention, concentration and attention to detail. Indicate the intensity, duration and frequency of these activities. |
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| 1. **Mental Stress**
 | Describe activities performed by the job or situations encountered in the normal course of work that may cause tension and/or anxiety. Indicate the intensity, duration and frequency of these activities and situations. |
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