Pittsburg State University
UNCLASSIFIED POSITION DESCRIPTION FORM

DEPARTMENT: PRESIDENTS OFFICE
COLLEGE/DIVISION: PRESIDENTS OFFICE
POSITION #: 200000244

INSTRUCTIONS:
1. Save this word file with a unique name, such as the position title plus the position number plus the month and the year the document is created (e.g. "Admit Assis Dir #274 – March 2011.docx").
2. Complete the Position Description (PD) Form. If this is an existing position, refer to the GUS Position Inventory data for current position data. Instructions for completing the form are found on the HRS web page (www.pittstate.edu/office/hr/index.dot); then Policies & Procedures; then Unclassified Employees; then Position Descriptions. Additional information to help with writing duty statements, competencies, and other position characteristics or requirements can be found at O*Net Online (http://online.onetcenter.org).
3. Attach the Word file of the completed position description to the position in the GUS Position Inventory.
4. Print the completed Position Description Form. Attach a current organizational chart. Route for additional signatures, if required by the division.
5. Send the signed position description to HRS, 204 Russ Hall, for review.
6. HRS & Equal Opportunity will review the Position Description. They will upload to the GUS Position Inventory a pdf copy of the final Position Description with signatures and organization chart.
7. The employee will have access to the pdf Position Description through GUS. Supervisors should review the final Position Description with the employee.

This space is for HRS & Equal Opportunity Use Only

FLSA Status: Exempt
FLSA Exemption(s), if applicable: Administrative
FLSA Reviewer: Debra A. Armershek
FLSA Review Date: 7-11-13
EO Reviewer: Terri J. Johnson
EO Review Date: 04-12-13
Position Effective Date:

1. POSITION DATA:

Action Requested: New Position
X Update Position Duties
Change Department/Supervisor
Other (Explain)

<table>
<thead>
<tr>
<th>CURRENT</th>
<th>REQUESTED CHANGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Official Title Description: Administrative Assistant to the President</td>
<td>Assistant to the President</td>
</tr>
<tr>
<td>Working Title Description: Administrative Assistant to the President</td>
<td>Assistant to the President</td>
</tr>
<tr>
<td>Work Schedule (Hours &amp; Days): M-F, 8:00 am - 4:30 pm. Nights and weekends as needed.</td>
<td></td>
</tr>
<tr>
<td>Length of Position (e.g. Fiscal Year, Academic Year, Other – indicate specific period)</td>
<td>Fiscal Year</td>
</tr>
<tr>
<td>Percent Time: 100%</td>
<td></td>
</tr>
<tr>
<td>Location (City where employee works): Pittsburg, KS</td>
<td></td>
</tr>
<tr>
<td>Supervisor Name: Steven A. Scott</td>
<td></td>
</tr>
<tr>
<td>Supervisor Title: President</td>
<td></td>
</tr>
<tr>
<td>Supervisor Position #: 200000369</td>
<td></td>
</tr>
<tr>
<td>Supervisor’s College/Division: President’s Office</td>
<td></td>
</tr>
<tr>
<td>Reviewer Name: (optional)</td>
<td></td>
</tr>
<tr>
<td>Reviewer Position #: (optional)</td>
<td></td>
</tr>
</tbody>
</table>
Pittsburg State University
UNCLASSIFIED POSITION DESCRIPTION FORM

| DEPARTMENT: | PRESIDENTS OFFICE | POSITION #: | 200000244 |
| COLLEGE/DIVISION | PRESIDENTS OFFICE | PD TEMPLATE VERSION 10 – MARCH 2011 |

2. PRIMARY PURPOSE OF THIS POSITION:

The Assistant to the President is responsible for managing, directing and overseeing all aspects of administrative work for the President’s Office. The Assistant to the President is also responsible for interacting with all constituents of the university, including faculty, staff and students as well as elected officials, alumni and friends of the university. The Assistant to the President must perform all duties in a manner that reflects a positive impression of the Office of the President to all constituents.

3. SUMMARIZE THE REASON FOR THE UPDATE IF THERE ARE SIGNIFICANT CHANGES IN DUTIES OR A CHANGE IN SUPERVISOR OR OTHER ORGANIZATIONAL CHANGE.

4. DESCRIPTION OF WORK:

1. Describe the duties and responsibilities of this position. Include a duty statement for "other duties as assigned."
2. In the left-hand column, indicate the approximate percent of time required for each duty and responsibility. The percentage amounts for all of the duties must add up to 100%
3. Indicate if the duties and responsibilities are essential (duties and responsibilities without which the position could not exist without).

<table>
<thead>
<tr>
<th>#</th>
<th>%</th>
<th>Duties and Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>25%</td>
<td>Duties are Essential?</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Manage, direct and oversee all aspects of administrative work for the President's Office to ensure continuing and positive relationships with University personnel and constituents. Determine best method to respond to inquiries, requests, problems and other issues and to coordinate or oversee resolution or actions. Prioritize, assign, oversee and coordinate tasks to President's Office staff. Initiate, complete and/or oversee the preparation of correspondence for the President's signature, including confidential correspondence and correspondence sent on behalf of the President. Serve as the President's liaison with the Kansas Board of Regents. Oversee, coordinate and monitor exchange of information between KBOR and PSU, including reports and documents for KBOR meetings. Oversee, coordinate and monitor Open Records requests. Manage, organize and coordinate President's Council meetings, including prioritizing agenda items. Update President on issues and activities as needed.</td>
</tr>
<tr>
<td>2</td>
<td>25%</td>
<td>Duties are Essential?</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Manage and coordinate the President's calendar. Prioritize calendar requests for the President, including requests for individual meetings, campus group meetings and meetings with all off-campus constituents. Manage and coordinate travel arrangements for the President, including other individuals traveling with the President as requested.</td>
</tr>
<tr>
<td></td>
<td>Duties are Essential?</td>
<td>Yes</td>
</tr>
<tr>
<td>---</td>
<td>-----------------------</td>
<td>-----</td>
</tr>
<tr>
<td>3</td>
<td>20%</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Coordinate events sponsored by the President and/or the President's Office with the assistance of the President's Office staff. This may include initiating, planning, implementing, assisting or hosting the event. Events include the New Faculty Reception, Family Day events, Holiday Open House, and home football game activities. It also includes many ad hoc events unique to each academic year, such as the Kansas Board of Regents semiannual visit. Provide assistance in event planning and implementation for other areas of campus, including athletics and development. Serve as a member of the Commencement committee in planning and implementing Commencement ceremonies. Serve as a Crimson Club sponsor and organize events and activities for the Club. Serve as a member of the Apple Day committee and assist with opening day Faculty meeting.</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>15%</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Manage, direct and oversee interactions in the President's Office with all constituents of the University. Evaluate each situation and refer constituents to the appropriate individual or office on-campus or off-campus to provide appropriate responses or assistance when requested. Follow up as appropriate.</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>10%</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Provide supervision and leadership to the President's Office staff who are responsible for receiving telephone calls and visitors to the office, maintaining personnel files of all unclassified employees, preparing employee appointment and reappointment letters, ordering and inventory control of office supplies and equipment, and maintaining budget balances for the President's Office. Oversee and monitor the financial accounts assigned to the President's Office.</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>5%</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Maintain the Unclassified Handbook by determining areas that need updated, making the changes annually and informing the campus. Complete other duties as assigned.</td>
<td></td>
</tr>
</tbody>
</table>
5. COMPETENCIES (Knowledge, Skills and Abilities): List appropriate Knowledge, Skills and Abilities for the position. Indicate competencies that are required for the position at time of hire with a “check.” Refer to the information on the HRS web page for assistance with competencies (see #2 in “Instructions,” above).

A. Knowledge

✓ Budget - Knowledge of budget construction processes and budget management experience.
✓ Clerical – Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records and designing forms.
✓ Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services.
✓ English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
✓ Mathematics — Knowledge of arithmetic and algebra and their applications.
✓ Personnel and Human Resources — Knowledge of principles and procedures for personnel recruitment, selection, training/mentoring, compensation and benefits, labor relations and negotiation, personnel information systems and resolution of grievances.
✓ Public Safety and Security — Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.
✓ Shared Governance – Knowledge of the principles and methods of working in an environment where responsibility is shared by faculty and administrators.

B. Skills

✓ Active Learning — Understanding the implications of new information for both current and future problem-solving and decision-making.
✓ Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
✓ Complex Problem Solving — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
✓ Coordination — Adjusting actions in relation to others’ actions.
✓ Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
✓ Instructing — Teaching others how to do something.
✓ Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one.
✓ Learning Strategies — Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
✓ Mathematics — Using mathematics to solve problems.
✓ Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
✓ Negotiation — Bringing others together and trying to reconcile differences. Reading Comprehension — Understanding written sentences and paragraphs in work related documents.
✓ Persuasion — Persuading others to change their minds or behavior Service Orientation — Actively looking for ways to help people.
✓ Reading Comprehension — Understanding written sentences and paragraphs in work related documents.
✓ Research — Using an organized and systematic way to answer questions.
✓ Social Perceptiveness — Being aware of others’ reactions and understanding why they react as they do.
✓ Speaking — Talking to others to convey information effectively.
✓ Time Management — Managing one’s own time and the time of others.
✓ Writing — Communicating effectively in writing as appropriate for the needs of the audience.
C. Abilities

✓ **Category Flexibility** — The ability to generate or use different sets of rules for combining or grouping things in different ways.
✓ **Collaboration** - Ability to work collaboratively with all stakeholders (faculty, community partners, staff, etc.) to build/sustain internal and external relationships.
✓ **Delegation** — The ability to empower another to act.
✓ **Deductive Reasoning** — The ability to apply general rules to specific problems to produce answers that make sense.
✓ **Diversity** — The ability to effectively work in a diverse educational setting.
✓ **Fluency of Ideas** — The ability to come up with a number of ideas about a topic (the number of ideas is important, not their quality, correctness, or creativity).
✓ **Inductive Reasoning** — The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
✓ **Information Ordering** — The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules, and the ability to negotiate contracts and agreements.
✓ **Instruction** — The ability to teach through traditional and/or alternative delivery methods.
✓ **Mathematical Reasoning** — The ability to choose the right mathematical methods or formulas to solve a problem.
✓ **Multi-Task and Deadlines** - The ability to manage multiple tasks and meet deadlines.
✓ **Near Vision** — The ability to see details at close range (within a few feet of the observer).
✓ **Negotiation** — The ability to confer with another so as to arrive at the settlement of some matter.
✓ **Number Facility** — The ability to add, subtract, multiply, or divide quickly and correctly.
✓ **Oral Comprehension** — The ability to listen to and understand information and ideas presented through spoken words and sentences.
✓ **Oral Expression** — The ability to communicate information and ideas in speaking so others will understand.
✓ **Originality** — The ability to come up with unusual or clever ideas about a given topic or situation, or to develop creative ways to solve a problem.
✓ **Problem Sensitivity** — The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
✓ **Relationships** — The ability to work in a collegial environment with shared governance, and to establish and cultivate relationships inside and outside the University.
✓ **Selective Attention** — The ability to concentrate on a task over a period of time without being distracted.
✓ **Speech Clarity** — The ability to speak clearly so others can understand you.
✓ **Speech Recognition** — The ability to identify and understand the speech of another person.
✓ **Written Comprehension** — The ability to read and understand information and ideas presented in writing.
✓ **Written Expression** — The ability to communicate information and ideas in writing so others will understand.

6. **EDUCATION AND EXPERIENCE:** List Education and Experience appropriate for the position. Indicate those that are required at time of hire with a "check."

✓ Bachelor's degree required.
✓ Three or more years of experience in administrative office setting required.
  • Higher education administrative experience preferred.
  • Graduate degree (masters-level or higher) preferred.
Pittsburg State University
UNCLASSIFIED POSITION DESCRIPTION FORM

<table>
<thead>
<tr>
<th>DEPARTMENT:</th>
<th>PRESIDENTS OFFICE</th>
<th>POSITION #:</th>
<th>200000244</th>
</tr>
</thead>
<tbody>
<tr>
<td>COLLEGE/DIVISION</td>
<td>PRESIDENTS OFFICE</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

7. LICENSE OR CERTIFICATION REQUIRED BY STATUTE OR REGULATION: List license(s) or certification(s) appropriate for the position. Indicate those that are required by statute or regulation at time of hire with a “check.”

N/A

8. OTHER POSITION CHARACTERISTICS OR ESSENTIAL POSTING REQUIREMENTS:
Indicate any other significant characteristics (work activities, work context and work styles) that are significant for the position. Refer to the information on the HRS web page for assistance with Other Position Characteristics (see #2 in “Instructions,” above).

A. Work Activity:
- **Analyzing Data or Information** — Identifying the underlying principles, reasons, or facts of information by breaking down information or data into separate parts.
- **Coaching and Developing Others** — Identifying the developmental needs of others and coaching, mentoring, or otherwise helping others to improve their knowledge or skills.
- **Communicating with Persons Outside Organization** — Communicating with people outside the organization, representing the organization to customers, the public, government, and other external sources. This information can be exchanged in person, in writing, or by telephone or e-mail.
- **Communicating with Supervisors, Peers, or Subordinates** — Providing information to supervisors, coworkers, and subordinates by telephone, in written form, e-mail, or in person.
- **Coordinating the Work and Activities of Others** — Getting members of a group to work together to accomplish tasks.
- **Developing and Building Teams** — Encouraging and building mutual trust, respect, and cooperation among team members.
- **Documenting/Recording Information** — Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form.
- **Establishing and Maintaining Interpersonal Relationships** — Developing constructive and cooperative working relationships with others, and maintaining them over time.
- **Evaluating Information to Determine Compliance with Standards** — Using relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards.
- **Getting Information** — Observing, receiving, and otherwise obtaining information from all relevant sources.
- **Guiding, Directing, and Motivating Subordinates** — Providing guidance and direction to subordinates, including setting performance standards and monitoring performance.
- **Identifying Objects, Actions, and Events** — Identifying information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events.
- **Interacting With Computers** — Using computers and computer systems (including hardware and software) to program, write software, set up functions, enter data, or process information.
- **Interpreting the Meaning of Information for Others** — Translating or explaining what information means and how it can be used.
- **Judging the Qualities of Things, Services, or People** — Assessing the value, importance, or quality of things or people.
- **Making Decisions and Solving Problems** — Analyzing information and evaluating results to choose the best solution and solve problems.
- **Monitoring and Controlling Resources** — Monitoring and controlling resources and overseeing the spending of money.
- **Organizing, Planning, and Prioritizing Work** — Developing specific goals and plans to prioritize, organize, and accomplish your work.
Performing for or Working Directly with the Public — Performing for people or dealing directly with the public. This includes serving customers in restaurants and stores, and receiving clients or guests.

Processing Information — Compiling, coding, categorizing, calculating, tabulating, auditing, or verifying information or data.

Selling or Influencing Others — Convincing others to otherwise change their minds or actions.

Thinking Creatively — Developing, designing, or creating new applications, ideas, relationships, systems, or products, including artistic contributions.

Updating and Using Relevant Knowledge — Keeping up-to-date technically and applying new knowledge to your job.

B. Work Context -

Contact With Others — How much does this job require the worker to be in contact with others (face-to-face, by telephone, or otherwise) in order to perform it? DAILY

Coordinate or Lead Others — How important is it to coordinate or lead others in accomplishing work activities in this job? VERY IMPORTANT

Deal With External Customers — How important is it to work with external customers or the public in this job? VERY IMPORTANT

Duration of Typical Work Week — Number of hours typically worked in one week. Indicate the frequency that meetings/dinners/engagements outside of the normal workday are required. LONGER HOURS ARE REQUIRED WHEN UNIVERSITY EVENTS AND ACTIVITIES ARE SCHEDULED OUTSIDE THE M-F, 8:00 AM - 4:30 PM TIMEFRAME

Electronic Mail — How often do you use electronic mail in this job? DAILY

Face-to-Face Discussions — How often do you have to have face-to-face discussions with individuals or teams in this job? DAILY

Freedom to Make Decisions — How much decision making freedom, without supervision, does the job offer? THE INDIVIDUAL IN THIS POSITION CAN USE DISCRETION TO MAKE DECISIONS WITHIN GUIDELINES OF UNIVERSITY, KBOR AND STATE POLICIES AND PROCEDURES

Frequency of Conflict Situations — How often are there conflict situations the employee has to face in this job? CONFLICTS ARISE OFTEN AND INCUMBENT USES JUDGMENT IN RESOLVING THE CONFLICT OR REFFERING CONSTITUENTS TO THE APPROPRIATE UNIVERSITY OFFICE OR EMPLOYEE TO ASSIST IN THE RESOLUTION OF THE CONFLICT

Frequency of Decision Making — How frequently is the worker required to make decisions that affect other people, the financial resources, and/or the image and reputation of the organization? DECISIONS ARE MADE FREQUENTLY; MAJOR DECISIONS MADE IN CONSULTATION WITH THE PRESIDENT OR OTHER APPROPRIATE UNIVERSITY EMPLOYEE

Impact of Decisions on Co-workers or Department Results — How do the decisions an employee makes impact the results of co-workers, clients or the department? THE DECISIONS CAN AFFECT THE PUBLIC RELATIONS PERCEPTION OF THE UNIVERSITY

Importance of Being Exact or Accurate — How important is being very exact or highly accurate in performing this job? THE POSITION REQUIRES HIGH LEVEL OF ACCURACY

Indoors, Environmentally Controlled — How often does this job require working indoors in environmentally controlled conditions? WORK IS PERFORMED IN AN OFFICE

Letters and Memos — How often does the job require written letters and memos? OFTEN

Physical Proximity — To what extent does this job require the worker to perform job tasks in close physical proximity to other people? DAILY

Public Speaking — How often do you have to perform public speaking in this job? INFREQUENTLY

Responsible for Others' Health and Safety — How much responsibility is there for the health and safety of others in this job? IN THE EVENT OF A CRISIS, THE INCUMBENT IS A MEMBER OF THE UNIVERSITY CRISIS RESPONSE COORDINATING TEAM
Pittsburg State University
UNCLASSIFIED POSITION DESCRIPTION FORM

<table>
<thead>
<tr>
<th>DEPARTMENT:</th>
<th>PRESIDENTS OFFICE</th>
<th>POSITION #:</th>
<th>200000244</th>
</tr>
</thead>
<tbody>
<tr>
<td>COLLEGE/DIVISION</td>
<td>PRESIDENTS OFFICE</td>
<td></td>
<td>PO TEMPLATE VERSION 10 – MARCH 2011</td>
</tr>
</tbody>
</table>

- **Responsibility for Outcomes and Results** — How responsible is the worker for work outcomes and results of other workers? RESPONSIBLE FOR CLASSIFIED EMPLOYEE WHOSE JOB DUTIES INCLUDES PREPARATION OF PERSONNEL CONTRACTS WHICH MUST BE ACCURATE
- **Spend Time Making Repetitive Motions** — How much does this job require making repetitive motions? Seldom
- **Spend Time Sitting** — How much does this job require sitting? THIS IS A SEDENTARY POSITION
- **Structured versus Unstructured Work** — To what extent is this job structured for the worker, rather than allowing the worker to determine tasks, priorities, and goals? WORK IS UNSTRUCTURED
- **Telephone** — How often do you have telephone conversations in this job? Daily
- **Travel** — How frequently is travel required and where are the locations? Infrequent

C. **Background Checks** - Include the appropriate statement for the position:

The position requires a criminal background check and credit check.

<table>
<thead>
<tr>
<th>9. SIGNATURES, GUS POSITION INVENTORY &amp; ROUTING:</th>
<th>Print the Position Description and route for signatures as required by the division/area.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervisor:</td>
<td></td>
</tr>
<tr>
<td>Signature:</td>
<td></td>
</tr>
<tr>
<td>Title:</td>
<td>President</td>
</tr>
<tr>
<td>Date:</td>
<td>04-03-13</td>
</tr>
<tr>
<td>Department Head or Dean (optional):</td>
<td></td>
</tr>
<tr>
<td>Signature:</td>
<td></td>
</tr>
<tr>
<td>Title:</td>
<td></td>
</tr>
<tr>
<td>Date:</td>
<td></td>
</tr>
<tr>
<td>Associate Vice-President, if applicable (optional):</td>
<td></td>
</tr>
<tr>
<td>Signature:</td>
<td></td>
</tr>
<tr>
<td>Title:</td>
<td></td>
</tr>
<tr>
<td>Date:</td>
<td></td>
</tr>
<tr>
<td>Vice-President or Provost (optional):</td>
<td></td>
</tr>
<tr>
<td>Signature:</td>
<td></td>
</tr>
<tr>
<td>Title:</td>
<td></td>
</tr>
<tr>
<td>Date:</td>
<td></td>
</tr>
</tbody>
</table>

SEND THE COMPLETED POSITION DESCRIPTION TO
HUMAN RESOURCE SERVICES, 204 RUSS HALL, FOR REVIEW