Barton County Community College

Job Description

*Position Title:	Prepared On:

Department:	*Grade:
Reports to:	*Classification:
Supervises: Direct Indirect	Effective Date:
Approved by:	Revised Date:

Role:

Major Duties and Responsibilities:

% of Time	Major Duties and Responsibilities (greatest in importance)	(E) Essential or (N) Nonessential
		Select From List
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		Select From List
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		Select From List
		Select From List
		Select From List
		Select From List
	Performs other duties as needed or assigned.	N

100% (Percent of time must total 100 %.)

Expectations:

Knowledge and Skills:

*Experience:	
*Education:	
*Interpersonal Skills:	
Other Skills:	

Physical Safety/Working Environment:

*Physical Safety:	
*Working Environment:	☐ Regular exposure to favorable conditions such as those found in a normal office or classroom. ☐ Occasional exposure to objectionable conditions or variations such as those found in variable weather conditions or light industrial settings. Regular exposure to unfavorable environments such as: ☐ weather ☐ body fluids ☐ toxic laboratory ☐ industrial chemicals ☐ confined locations ☐ dirty and noisy locations Employees may be required to use personal protective equipment such as masks, coats, gowns, boots, goggles, gloves, or shields.

*Information copied from the results of the Compease Salary Administration software.

This Job Description is not a complete statement of all duties and responsibilities comprising this position.