**General Responsibility** (a brief statement explaining the main purpose and/or responsibility of the position):
This position is responsible for processing all applications received in the Undergraduate Admissions Office.

**Specific Tasks** (a detailed list of job duties in order of importance):  
**Total Time Spent:** 100%

| Estimated Time Spent | 
|----------------------|---|
| X 75 | Process all applications received in the Undergraduate Admissions Office |
| X 10 | Maintain database for all application fees received in the Undergraduate Admissions Office |
| X 10 | Collect and process all mail and deliver mail to all areas of the office |
| X 5 | Other duties as assigned |
Working Conditions and Related Information

Supervision Received (include the title and position number of the supervisor, type of supervision, and scope of supervision received)

Receives direct supervision from Coordinator, Administrative Services, #54321, as needed

Supervision Exercised (include the job title(s) and position number(s) that the position directly supervises, excluding student assistants)

None

Working Hours (indicate the daily working hours and the total hours worked per week)

a) Daily from 8:00 a.m. to 5:00 p.m.

b) Total Hours per Week 40

c) Explain any variations in work week, split shifts, on-call status, or rotations:

None

Machines/Equipment (list the machines or equipment used regularly, indicating the percentage (%) of operation time for each)

None

Knowledge, Skills, and Abilities (KSA’s)

In order of importance, list specific knowledge, skills, and abilities required for this position. Use additional sheets, if necessary.

Knowledge of PeopleSoft system as it relates to Undergraduate Admissions and records functions

Knowledge of Admissions policies and requirements

Physical and Mental Qualification Requirements

In order of importance, list the specific physical and mental qualifications that are required to perform the essential tasks (i.e. tasks that represent the most important functions of the position) as listed under the Specific Tasks section. Examples of these qualifications are the minimum required hearing, sight, speech, stooping, bending, lifting, hand and fingers capabilities/dexterity; ability to follow written and/or oral directions and educational level, etc., if not stated in the class specifications.

- Minimum Physical Qualification Requirements of the Position

Must be able to effectively communicate verbally or in writing

- Minimum Mental Qualification Requirements of the Position

Per class specification

Licenses/Certificates/Special Requirements (List any licenses, certificates, and other special requirements of this position)

None

Vendors

The responsibilities of this position include the approval and/or processing of vendors' invoices or distribution of warrants to vendors pursuant to section 215.422, Florida Statues. YES_____ NO ___

Classification Change Action (complete only if requesting a classification change)

Explain how the duties of this position have changed since it was established or last reclassified. For example, note the specific tasks that have been added, removed, or changed. Use additional sheets, if necessary.
I certify that I have received and reviewed this Position Description for the position to which I am assigned.

_________________________________________  _______________________________  __________
Name of Employee                          Employee Signature                      Date

I certify that the statements above, to the best of my knowledge, accurately describe the position. I understand that intentional falsification of this document is in violation of Florida State Statutes and may result in prosecution or disciplinary action.

_________________________________________  _______________________________  __________
Name of Immediate Supervisor               Immediate Supervisor Signature        Date

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_________________________________________  _______________________________  __________
Name of Reviewing Authority
(Appropriate Vice President, Dean, Director, Chairperson, or other Administrative Officer) Reviewing Authority Signature Date
University Support Personnel System (USPS)
Position Description Instructions

Position Descriptions on file in Human Resources should be no older than two (2) years in order to ensure accurate job responsibilities and expectations of employees. To ensure that Position Descriptions are up to date, please submit a Position Description with annual Performance Appraisals.

Current Position Description Data
- Position Number: the current five-digit position number for the position
- Requested Position Action:
  - Establishment – a new position
  - Reclassification – a classification change
  - Update – a revision to the current position description with no requested changes in classification
- Current Job Code and Job Title: the current three-digit job code and the full job title of the position
- Proposed Job Code and Job Title: the requested three-digit job code and the full job title, if a change in classification is requested
- Vice Presidential Division: the Vice Presidential division in which the position is located
- College/Office: the college/office in which the position is located, if applicable
- Department: the department in which the position is located
- Section: the section within the department in which the position is located, if applicable
- Subsection: the subsection of the section within the department in which the position is located, if applicable
- City: the city in which the worksite of the employee is located (if work is performed in more than one (1) city, write the name of the city where the majority of working time is spent.)
- County: the county in which the worksite of the employee is located (if work is performed in more than one (1) county, write the name of the county where the majority of working time is spent.)

Specific Tasks
- Explain the specific assigned tasks in order of importance
  - Note: Class specifications are not used as assigned tasks on the Position Description as they are only generic guidelines for the minimal tasks that are typically associated with the classification. A Position Description must include the accurate task level duties of the position.
- Indicate with an ‘X’ in the Essential Responsibilities column the specific tasks that are considered essential to the position
  - Essential Tasks are the core tasks of a position that represent its primary purpose. They are the essential reasons for which the position is budgeted for and maintained. Essential tasks generally cannot be delegated from one position to another, as it would erode the purpose of the position.
- Indicate with an ‘X’ in the Other Responsibilities column the other tasks that are assigned to the position that are not considered essential tasks
- Indicate the Estimated Time Spent on each task as a percentage (%). Indicate if the estimated time spent is on a weekly, monthly, or annual basis. The total percentage must equal 100%.

Note: For classification changes, if the tasks assigned to the position have changed since its initial establishment or previous reclassification, note the specific tasks that have been added, removed, or changed.

Position Description Signatures
- Obtain all appropriate signatures for Position Descriptions
- The supervisor on the Position Description should match the “Reports To” supervisor in PeopleSoft
  - To change the supervisor in PeopleSoft, submit a Position Change (for vacant) or Edit (for filled) ePAF
- For position establishment and reclassification actions, submit Position Descriptions to the appropriate Vice President for approval
- For Position Description update actions, submit Position Descriptions to Human Resources

Please contact HR-Compensation for any questions or concerns
Phone: (407) 823-2771 | Email: comp@ucf.edu