**University of Connecticut**

**<Trustee Student Organization Name>**

**Position Description**

**<TITLE OF POSITION>**

# JOB SUMMARY

Under the general direction of the <Title of Position that acts as the Supervisor>, this position is responsible for <summarize the position responsibilities or main responsibilities/goal of the position> in a manner consistent with the organization’s mission and vision. <Organization’s Mission>. The hours for this position are anticipated to be an average of/no more than <X> hours per week at a rate of <$$/hour> with a start date of <August 1st, 2020> and an end date of <May, 2021>, this position is/is not expected to work during breaks.

## CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. List the most important or main responsibility here.

* Break out sub responsibilities of the main responsibility here.
* For example, if the first characteristic duty/responsibility was “Brand management for our organization”, some of the sub bullets might be things like, monitor, curate and post on our various social media platforms like Instagram, Twitter, and TikTok, increase audience and active participation
* Remember you are listing out COMPENSABLE tasks here.

1. List the second most important or secondary responsibilities here.

* Break out sub responsibilities here.

1. Assist with X. Remember that being solely responsible for something is different than assisting with something.
2. If folks are required to participate in certain trainings (like TSOS trainings, or Triad) or engage with the University appointed Organizational Advisor, don’t forget to list it here as well.
3. Ability to actively foster a campus climate that is welcoming and supportive of University of Connecticut’s diverse student body and encourages communication with and among campus constituencies.
4. Perform related duties as required.

### MINIMUM ACCEPTABLE QUALIFICATIONS/SKILLS

1. Demonstrated knowledge and/or experience with X.
2. Demonstrated knowledge and/or experience with Y.
3. Familiarity with certain programs or software.
4. Excellent planning, organizational, oral, and written communication skills.
5. Demonstrated people skills including the ability to work effectively with students, faculty, staff, and administrators in a diverse and multi-cultural higher education environment.
6. Willingness to work irregular and flexible hours.

**PREFERRED QUALIFICATIONS/SKILLS**

1. Put qualifications here that would be really nice if someone had, but aren’t required to initially be successful in the role.