A. POSITION PURPOSE
Reporting to the and receiving work lead direction from
the provides...

Working independently under supervision to perform...

B. ESSENTIAL DUTIES AND RESPONSIBILITIES include but are not limited to the following:

(Listed in order of importance)

1. Functional Area
   a. Following the SJSU travel guide and using the Finance Web Component database, process travel expense
      claims to reimburse employees. (Task Example)
   
   b. Task Statement
   
   c. add as many Task Statements as necessary

2. Functional Area
   a. Task Statement
   
   b. Task Statement
   
   c. add as many Task Statements as necessary
3. Functional Area

   a. Task Statement
   b. Task Statement
   c. add as many Task Statements as necessary

C. WORK LEAD RESPONSIBILITIES (if applicable)

D. GENERAL GUIDELINES
   Note – the fields below are editable form fields
   1. Recommends initiatives and changes to improve quality and services.
   2. Identifies and determines cause of problems; develops and presents recommendations for improvement of established processes and practices.
   3. Maintains contact with customers and solicits feedback for improved services.
   4. Maximizes productivity through use of appropriate tools; planned training and performance initiatives.
      Researches and develops resources that create timely and efficient workflow.
   5. Prepares progress reports, informs supervisor of project status and deviation from goals. Ensures completeness, accuracy and timeliness of all operational functions.
   6. Prepares and submits reports as requested and required.
   7. Implements guidelines to support the functions of the unit.

E. QUALIFICATIONS
   To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

   This position requires the ability to effectively establish and maintain cooperative working relationships within a diverse multicultural environment.

1. KNOWLEDGE, SKILLS AND ABILITIES
   (The following are examples of Knowledge, Skills and Abilities)
   a. Thorough knowledge of methods, procedures and practices; English grammar, business writing, punctuation and spelling.
   b. Ability to compose and appropriately format correspondence and reports.
   c. Working knowledge of software applications: word processing, spreadsheet, database management.
   d. Ability to perform accurately in a detail-oriented environment.
   e. Ability to handle multiple work priorities, organize and plan work and projects.
   f. Ability to maintain confidentiality and appropriately handle sensitive communications with employees and external agencies.
   g. Ability to quickly learn and apply a variety of state, federal, CSU, and SJSU, and NCAA policies and
h. Strong oral communication skills. Must possess excellent customer service and public relations skills.

2. EDUCATION AND/OR EXPERIENCE
Minimum education required.
Minimum experience required

[Workforce Planning reviews the CSU classification standards with essential duties of the positions]

F. PHYSICAL DEMANDS
The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of the job. It is the policy of SJSU to provide reasonable accommodations for qualified persons with disabilities. ADAA and FEHA require that a "qualified" person be able to perform the essential functions of the job with or without reasonable accommodation.

Describe physical demands if applicable.

G. WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Describe work environment.

Employee Name: ___________________________________________________________
Employee Signature: ___________________________________________ Date: ___________