

**Job Title:**

**Department/Office:**

**Reports to:**

**FLSA Status:** [Exempt or Nonexempt]

**Prepared by:**

**Updated:**

**Approved by:**

**Approved Date:**

**Summary**

Short description (1 to 2 paragraphs) of the job and its primary responsibilities. Be concise here, and elaborate in the following sections.

**Essential Functions**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

* Bulleted list of the position’s essential functions, expanding upon what was discussed in the Summary section.

**Specific Duties and Responsibilities:**

Discuss in more specific detail the duties and responsibilities of the position.

**Required and Desired Skills and Traits**

* Bulleted list of the skills and proficiencies required for the position.

**Supervisory Responsibilities**

Discuss whether position has supervisory responsibilities.

**Competencies**

Numbered list of core competencies required for the position, such as…

1. Technical Capacity.
2. Personal Effectiveness/Credibility.
3. Thoroughness.
4. Collaboration Skills.
5. Communication Proficiency: Oral and written.
6. Flexibility.
7. Extensive software skills are required, as well as Internet research abilities.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job**.** Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Position Type and Expected Hours of Work**

Days and hours of work are Monday through Friday, 8:30 a.m. to 5 p.m. Summer schedule is Monday through Friday, 8 a.m. to 4 p.m. However, due to the nature of the job performed, flexible hours, including evenings, weekends and occasional overnights, may be required.

**Travel**

No travel is expected for this position.

**Required Education and Experience**

List the required education and experience levels for the position.

**Additional Eligibility Qualifications**

List, if any, or “None required for this position.”

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**Work Authorization/Security Clearance**

This position is designated as security-sensitive. Before an offer of employment is made, a pre-employment background investigation will be completed, which may include a criminal background check, educational, DMV and prior employment.

**To Apply**

Preferred: Information accepted as emailed in a Microsoft Word or PDF format to [rdemployment@wvstateu.edu](mailto:rdemployment@wvstateu.edu). Qualified candidates may submit a cover letter, resumé, unofficial transcript and contact information for three professional references (name, title, address, phone number, and email address).

Hard copy applications may be sent to:

ATTN: Search Committee for job title

West Virginia State University Research and Development Corporation

PO Box 1000

201 ACEOP Admin. Bldg.

Institute, WV 25112

**AAP/EEO Statement**

West Virginia State University is an equal opportunity affirmative action institution. No person shall be denied admission to educational program, activities or employment on the basis of any legally protected status, or be subjected to prohibited discrimination involving, but not limited to, such factors as race, color, creed, religion, national or ethnic origin, marital status, citizenship, sex, sexual orientation, gender identity or expression, age, disability, or protected veteran status. Upon request, reasonable accommodations will be made to provide this content into an alternate accessible format. Please contact Carla Boggess at (304) 766-4278 or sayreca@wvstateu.edu.

Concerns and complaints related to bias or equal opportunity in education and in employment based on aspects of diversity protected under federal, state, and local law, or arising under Title IX should be directed to: Carolyn Stuart, EEO Officer, at (304) 204-4018.

**Women, minorities, people with disabilities and veterans are encouraged to apply.**