**Position Description**

**Title Code:** D80DN

**Official Title:** Lecturer

**Working Title:**

**Department:**

**FTE:** 100%

**Pay Basis:**

**Appointment Type:**

**Exempt:**[x]  Yes [ ]  No

**Represented:** [ ]  Yes [x]  No

**Bargaining Unit:**

**Date Finalized: 3/8/2017**

**Position Summary**

The Lecturer will contribute to teaching XXXX courses and the coordination of instructional resources. Service will include, the expectation to advise undergraduate students, participation in outreach and retention initiatives, and connecting students to internship opportunities. Performs other duties as assigned.

**Essential Duties and Responsibilities**

90% A. Teach XXXX Courses

1. Expected to teach XXXX courses
2. Performs other duties as assigned

10% B. Service to Department, College, and University

1. Advise undergraduate students in the major
2. Design, lead, and assess outreach and retention initiatives
3. Establish internships with area businesses

**Standards of Performance**

List performance standards. Standards of performance are observable, specific indicators of success. Meaningful, reasonable and attainable. Used to describe fully satisfactory performance once an employee is trained. Examples are provided.

* Timeliness of meeting goals.
* Willingness to make suggestions and soundness of those suggestions.
* Soundness of judgment and operational decisions.
* Ability to organize and prioritize work while being responsive to University personnel.
* Timely and effective communication of problems and opportunities. This includes the responsibility for identifying and communicating information of importance as soon as possible.
* Integrity in dealing with customers, students, vendors, employees, and management.
* Punctuality, attendance, effective use of time, and willingness to work overtime when necessary.
* Maintaining confidentiality of sensitive information.
* Willingness to assist with special projects and other duties as assigned.

**Essential Knowledge And Abilities**

* Identify all the knowledge and abilities that the candidate must bring to the position in order to be successful. This is NOT a section that identifies areas that the candidate needs training on or doesn't have when hired.

* Include any physical requirements to perform the work of the position.
* Responsible for Money, University Funds or Accounts which hold financial information?

Yes or No

* Ergonomic Requirements:

(i.e. Excessive mobility to make deliveries on campus, climbing ladders, extensive use)

Must be able to lift up to 50lbs.

**Qualifications**

**Education, Experience, Training And/or Certifications**

Required

Preferred