



OLD DOMINION UNIVERSITY PART-TIME POSITION DESCRIPTION

No person is authorized to begin working until this form has been approved by Human Resources and the required hiring paperwork has been processed by Human Resources or Academic Affairs.

PART I – Compensation/Potential Employee Information

1. Proposed total amount to be paid: \$ _____
 Type of payment:
 lump sum (one-time pay)
 weekly – amount per week: \$ _____
 per pay period – amount per pay period:
 \$ _____

2. If weekly or per pay period, estimated number of hours to be worked per week: _____
OR
 if lump sum, estimated number of hours to be worked to complete the job: _____

PART II – Position Identification Information

3. Work Title:

4. Department Name/Budget Code:

5. Supervisor's Name:

6. Supervisor's Position Number/Title:

PART III – Position Information

7. State the Chief objective of your position in a brief statement::

8: Prior to filling the next section, think about the tasks and duties that you perform in your position. Consider the time you spend on the tasks and duties, how important they are to achieving the objective of our position, and the process or ways in which you perform these tasks and duties. After considering these aspects of your position, state the tasks and duties that you perform in your position, state the tasks and duties that you perform in your position on page 2 of this form.

1. State the **most important** duty first and finish with the **least important** duty of your position.
1. Calculate the percent that each day requires of your total working time. Be sure these percentages total 100%
1. Include all tasks, duties and functions that you perform **except** those that occupy 2% or less time, unless you consider them very important.
1. Indicate whether each task is Essential (E) or Marginal (M). Indicate whether each task is Essential (E) or Marginal (M). Essential functions are the basic job duties that an employee must be able to perform, with or without reasonable accommodation. They are the tasks which are considered to be fundamental, critical, primary and necessary. Supervisors are required to determine what functions are actually performed in the job and which, if eliminated, would fundamentally alter the nature of the job. (Refer to the Essential Functions Guidelines for more information.)

Percent of Total Working Time and Essential (E) or Marginal (M) indication	Work Tasks and Duties
%	A.
%	B.
%	C.
%	D.

%	E.
100%	Add Additional Pages if Needed.)
Customer Relations	Provide positive and responsive customer service to our internal and external users that reflect Old Dominion University's mission and values. Maintain effective working relationships with colleagues through courteous, constructive and professional interaction. Listen to and anticipate customer needs, provide clear explanations; respond quickly; take initiative to assist internal and external customers. Observe confidentiality. Compliance with the University's Code of Ethics and Service Standards are reflected in all activities related to the performance of assigned work and in all interactions with faculty, staff, students and the public.

9. List what you consider to be the required **minimum qualifications** for entry into this position:

- a. What knowledge, skills, and abilities should a new employee bring to this position?

- b. Special licenses, registration or certification:

- c. Education or training (cite major area of study)

- d. Level and type of experience:

10. List what you consider to be the **Preferred qualifications** for this position:

- a. What knowledge, skills, and abilities should a new employee bring to this position?

- b. Special licenses, registration or certification:

- c. Education or training (cite major area of study):

- e. Level and type of experience:

POSITION PHYSICAL REQUIREMENTS WORKSHEET

11. **Instructions:** Click in the applicable form for type of physical demands, degree of physical demands, visual demands, and physical surroundings and hazards. **INDICATE** how often it is done (occasionally (O), frequently (F), or constantly (C) by clicking in appropriate box.

PHYSICAL ACTIVITY – Select all the apply and INDICATE how often it is done.)	
Climbing	<p>Going up or down ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.</p> <p style="text-align: center;">Occasionally = 0-33% of daily activities Frequently = 34-66% of daily activities Constantly = 67-100% of daily activities Not Applicable</p>
Balancing	<p>Maintaining body equilibrium to prevent falling when walking, standing, or crouching on narrow, slippery, or erratically moving surfaces.</p> <p style="text-align: center;">Occasionally = 0-33% of daily activities Frequently = 34-66% of daily activities Constantly = 67-100% of daily activities Not Applicable</p>
Stooping	<p>Bending the body forward and downward by bending (greater than 20 degrees) spine at waist, requiring full use of lower extremities and back muscles.</p> <p style="text-align: center;">Occasionally = 0-33% of daily activities Frequently = 34-66% of daily activities Constantly = 67-100% of daily activities Not Applicable</p>

Kneeling	Bending legs at knee to rest on knee or knees. Occasionally = 0-33% of daily activities Frequently = 34-66% of daily activities Constantly = 67-100% of daily activities Not Applicable
Crouching/ Squatting	Bending the legs at the knees with pressure on the balls of the feet with buttocks resting on the back of the heels and/or back of calves. Occasionally = 0-33% of daily activities Frequently = 34-66% of daily activities Constantly = 67-100% of daily activities Not Applicable
Crawling	Moving about on hands and knees or hands and feet. Occasionally = 0-33% of daily activities Frequently = 34-66% of daily activities Constantly = 67-100% of daily activities Not Applicable
Reaching	Extending the hands and arms in any direction. Occasionally = 0-33% of daily activities Frequently = 34-66% of daily activities Constantly = 67-100% of daily activities Not Applicable
Standing	Remaining on one's feet in an upright position at a workstation without moving about for sustained periods of time Occasionally = 0-33% of daily activities Frequently = 34-66% of daily activities Constantly = 67-100% of daily activities Not Applicable
Walking	Moving about on foot to accomplish tasks. Occasionally = 0-33% of daily activities Frequently = 34-66% of daily activities Constantly = 67-100% of daily activities Not Applicable
Pushing	Using upper arms and shoulders to press against something with steady force in order move objects forward, downward, or outward. Occasionally = 0-33% of daily activities Frequently = 34-66% of daily activities Constantly = 67-100% of daily activities Not Applicable
Pulling	Using upper arms and shoulders to exert force in order to draw, drag, haul or tug objects in a sustained motion. Exerting force to move an object toward one. Occasionally = 0-33% of daily activities Frequently = 34-66% of daily activities Constantly = 67-100% of daily activities Not Applicable
Lifting	Raising objects from a lower to a higher position or moving objects horizontally from position to position. Occasionally = 0-33% of daily activities Frequently = 34-66% of daily activities Constantly = 67-100% of daily activities Not Applicable

Fingering	<p>Picking, pinching, typing, keyboarding, or otherwise working primarily with fingers rather than the whole hand or arm.</p> <p>Occasionally = 0-33% of daily activities Frequently = 34-66% of daily activities Constantly = 67-100% of daily activities Not Applicable</p>
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Grasping	<p>Applying pressure to an object with the fingers and palm.</p> <p>Occasionally = 0-33% of daily activities Frequently = 34-66% of daily activities Constantly = 67-100% of daily activities Not Applicable</p>
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Feeling	<p>Perceiving attributes of objects and materials such as size, shape, temperature, or texture.</p> <p>Occasionally = 0-33% of daily activities Frequently = 34-66% of daily activities Constantly = 67-100% of daily activities Not Applicable</p>
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Hearing	<p>Ability to receive detailed information through oral communication and to make fine discrimination in sounds such as when making fine adjustments on machined parts. Perceiving the nature of sounds by ear.</p> <p>Occasionally = 0-33% of daily activities Frequently = 34-66% of daily activities Constantly = 67-100% of daily activities Not Applicable</p>
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Repetitive motion	<p>Substantial movements of the neck, wrist, hand, foot and/or fingers continuously.</p> <p>Occasionally = 0-33% of daily activities Frequently = 34-66% of daily activities Constantly = 67-100% of daily activities Not Applicable</p>
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Talking	<p>Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly or quickly</p> <p>Occasionally = 0-33% of daily activities Frequently = 34-66% of daily activities Constantly = 67-100% of daily activities Not Applicable</p>
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12. DEGREE OF PHYSICAL ACTIVITY - Select the activity that is most representative of the duties performed in this job.

Sedentary Work:	<p>Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.</p> <p>Occasionally = 0-33% of daily activities Frequently = 34-66% of daily activities Constantly = 67-100% of daily activities Not Applicable</p>
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Light Work:	<p>Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.</p>
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	<p>Occasionally = 0-33% of daily activities Frequently = 34-66% of daily activities</p> <p>Constantly = 67-100% of daily activities Not Applicable</p>
Medium Work:	<p>Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.</p> <p>Occasionally = 0-33% of daily activities Frequently = 34-66% of daily activities</p> <p>Constantly = 67-100% of daily activities Not Applicable</p>
Heavy Work:	<p>Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds.</p> <p>Occasionally = 0-33% of daily activities Frequently = 34-66% of daily activities</p> <p>Constantly = 67-100% of daily activities Not Applicable</p>
Very Heavy Work:	<p>Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.</p> <p>Occasionally = 0-33% of daily activities Frequently = 34-66% of daily activities</p> <p>Constantly = 67-100% of daily activities Not Applicable</p>
13. VISUAL DEMANDS - Select the type of activity that is most representative of the duties performed in this job.	
CLERICAL, ADMINISTRATIVE, MACHINE OPERATORS (including inspection), INSPECTION, CLOSE ASSEMBLY.	<p>This a minimum standard for use with those whose work deals largely with preparing and analyzing data and figures, accounting, transcription, computer terminal, extensive reading, visual inspection involving small defects, small parts, operation of machines (including inspection), using measurement devices, assembly, or fabrication of parts at distances close to the eyes.</p> <p>Occasionally = 0-33% of daily activities Frequently = 34-66% of daily activities</p> <p>Constantly = 67-100% of daily activities Not Applicable</p>
MECHANICS, SKILLED TRADESPEOPLE MACHINE OPERATORS (without inspection)	<p>This is a minimum standard for use with those whose work deals with machines such as lathes, drill presses, power saws, and mills, where the seeing job is at or within arm's reach. (If the machine operator also inspects, use the "A" standard.) Also, mechanics and skilled tradespeople and those who do work of a nonrepetitive nature such as carpenters, technicians, service people, plumbers, painters, mechanics, etc.</p> <p>Occasionally = 0-33% of daily activities Frequently = 34-66% of daily activities</p> <p>Constantly = 67-100% of daily activities Not Applicable</p>
MOBILE EQUIPMENT OPERATORS:	<p>This is a minimum standard for use with those who operate cars, trucks, forklifts, cranes, and high lift equipment.</p> <p>Occasionally = 0-33% of daily activities Frequently = 34-66% of daily activities</p> <p>Constantly = 67-100% of daily activities Not Applicable</p>
OTHER:	<p>This is a minimum standard based on the criteria of accuracy and neatness of work for housekeepers and dining services staff.</p> <p>Occasionally = 0-33% of daily activities Frequently = 34-66% of daily activities</p> <p>Constantly = 67-100% of daily activities Not Applicable</p>

14. HAZZARDS - Check all that apply:

The worker is subject to extreme cold (temperature below 32 degrees) for periods of more than one hour.

The worker is subject to extreme heat (temperatures above 90 degrees) for periods of more than one hour.

The worker is subject to outside environmental conditions: Activities occur indoors and outdoors (no effective protection from the weather)

Noise (must shout to be heard)

Vibration (exposure to oscillating movements of the extremities or the whole body)

Exposure to dust/gas/fumes/steam/chemicals

Walking on uneven ground (gravel, rocks, mounds)

Working around machinery

Potential exposure to infectious diseases, blood, or other bodily fluids

Exposure to pesticides

Works with or exposed to materials like gasoline, solvents, and explosive chemicals

Exposure to gases like acetylene, propane, carbon monoxide and helium

Respiratory/skin exposure to liquids, oils and cutting fluids that are used in operating machinery or needed in the performance of duties. Includes exposure to cleaning products, paints, acids, solvents

Radiation, including ionizing, non-ionizing (EMFs, microwaves, radiowaves, etc.)

Working from heights, including ladders, scaffolds, roofs, or any raised work areas

Animal handling

Electrical hazards like frayed cords, missing ground pins, improper wiring

Unguarded machinery and or moving parts that a worker can accidentally touch and other related hazards (lockout/tagout, boiler safety, forklifts, etc.)

