|  |  |  |  |
| --- | --- | --- | --- |
| **Job Description – Addendum**  *Must be completed prior to submission* | | | |
| **JOB TITLE:** |  | **JOB CODE:** | HR assigns |
| **CREATED:** | MM/YY | **MODIFIED:** |  |
| **DEPARTMENT:** |  | **POSITION #:** |  |

**DEPARTMENT SPECIFIC TASKS AND RESPONSIBILITIES:**

*(Only list items that are specific to what they do, no need to duplicate key responsibilities already stated in the standard description)*

**DEPARTMENT SPECIFIC KNOWLEDGE, SKILLS, AND ABILITIES\*:**

*(Only list items that are specific to the dept, no need to duplicate KSA’s already stated in the standard description)*

**ADDITIONAL QUALIFICATIONS: (Preferred qualifications)**

(*If this section is not needed it can be deleted)*

**ADDITIONAL POSITION REQUIREMENTS:** *(listed below are items in addition to the base job description)*

*Only complete this section if there are different requirements from the standard version (i.e., Cash/Credit Card handling – check “Handles Cash” option below)*

**Position Context Requirements:** *(check the box for the appropriate requirement)*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | In-person attendance |  | Maintain stamina during workday |  | Driving – KSU Vehicles  *(requires a valid driver’s license, MVR, and Drug Screen)* |
|  | Off-site work |  | Staying organized |  | Driving – Personal Vehicle for Business Purposes  *(requires a valid driver’s license and MVR)* |
|  | Reporting to work on a regular and timely basis |  | Operates equipment  *(non-office equipment)* |  | Working alone |
|  | Able to work varied schedule or overtime based on business needs |  | Completing scheduled workday consistently |  | Working with others |
|  | May work non-traditional shifts *(evenings, nights and/or weekends)* |  | Teaching/Training others  *(not related to Staff Teaching)* |  | Work is performed independently or with minimal supervision |
|  | Supervising others  *(per job level)* |  | Works with, assists or instructs minors |  | Access to universal keys  *(i.e., access to residence halls/rooms)* |
|  | Handles Cash, Credit/Debit Cards and/or PCard, etc.  *(credit check required)* |  | Access to sensitive financial information and/or processes *(credit check required)* |  | Access to protected personal information *(students, employees and/or donors, etc.)* |
|  | Carries a firearm |  | No Travel Required |  | Travel 1% - 24% |
|  | Travel 25% - 49% |  | Travel 50% - 74% |  | Travel > 75% |

(*If this section is not needed it can be deleted)*

**ADDITIONAL PRE-EMPLOYMENT REQUIREMENTS:** *(listed below are items in addition to the base job description)*

*Complete department title and ID information below Only complete this section if there is a different requirement from the standard version (i.e., Cash handling – Credit Check would need to be selected)*

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***HR Information Only: (completed by Human Resources)*** | | | | | | | | | | | | | |
| ***FLSA STATUS:*** | *EXEMPT* | | *NON-EXEMPT* | | | | ***POSITION OF TRUST\*:*** | | | | *YES* | | *NO* |
| ***PRE-EMPLOYMENT***  ***REQUIREMENTS:*** | | *BACKGROUND CHECK*  *DRUG SCREENING* | | | *CREDIT CHECK\*\**  *MVR REPORT\*\*\** | | | *EDUCATION VERIFICATION* | | | | | |
|  | |  | |  | |  | | |  |  | |  | |
| *\*Check for positions that handle cash, credit/debit cards, PCards, universal access keys/badges, minors, and/or sensitive/protected information*  *\*\*Check for positions that handle cash, credit/debit cards, PCard and/or sensitive financial information and/or processes*  *\*\*\*Not required for driving between campuses only*  *Additional information for the Job Family & Career Framework can be found on the Compensation website:* [*https://compensation.kennesaw.edu*](https://compensation.kennesaw.edu) | | | | | | | | | | | | | |

**JOB DESCRIPTION ADDENDUM ACKNOWLEDGMENT**

I have read this addendum and fully understand the requirements set forth therein. I hereby accept this position and agree to perform the identified essential functions in a safe manner and in accordance with the university’s established policies and procedural guidelines. I understand that as a result of my employment, I may be exposed to hazards that are associated with the position; the division manager/leader should provide me instructions on how to prevent and control such exposures.

I understand that my employment is at-will. This means that an employee has the right to terminate employment at any time, with or without cause, and the organization has a similar right. This document does not create any implied or expressed contractual obligation on the part of the organization. No manager or representative of this organization other than the President or his/her designee has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the forgoing.

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**Employee Name Hire Date**

*(print clearly)*

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