

SUNY Morrisville Job Description
Position Title

This template can be used as a guide to develop a job description. Please reach out to Human Resources for further support and guidance as needed

- **Campus Title:**
- **State Title:** (for reference, linked are [CSEA titles](#) and [UUP titles](#))
- **Department:**
- **Bargaining Unit:** UUP-08; CSEA-ISU; CSEA-OSU; CSEA-ASU; M/C; RF; PBANYS; view our units state benefits summary here!
- **Professional Rank and Salary Range:**
- **Duration:** College year (10-month schedule); Calendar year (12-month schedule); etc.

Brief Description of Duties:

SUNY Morrisville is seeking a/n **Title** to support our **department name**.

Please provide a short summary of the position and its purpose within the campus. This message should be an exciting promotion of the team – answering why they want to work for our campus!

Optional: Add a message that describes what the successful candidate will demonstrate. For example, “The successful candidate for this position will be a team player and open to continuous improvement! We are willing to provide training and mentorship to motivated candidates.”

Primary Responsibilities:

- This should be a bulleted list of primary responsibilities, with examples or tasks associated with the responsibility.

Minimum Qualifications:

- **Education** – specify the required level of education or specific degree.
- **Experience** – specify the required years or experience in a related role or industry.
- **Skills** – list any specific skills or certifications required for this role (this needs to be measurable from resume review).

Preferred Qualifications:

- List any key competencies/qualities/experiences that will support the candidate's success in the role.

Application Instructions, please provide:

- Cover Letter
- Resume
- A list of three professional references with contact information (name, job title, email, phone)
- A copy of your Transcript
- **(Faculty)** Personal Statement that includes a statement of teaching philosophy and your commitment, dedicated advocacy for and/or experience working with diverse cultures and identities, including approaches to creating inclusive classroom environment.