POSITION DESCRIPTION – MASTER

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| --- | --- | --- | --- |
| **Job Profile Title:** | System Master Title | **Job Profile Code:** | U#### |
|  | Working Title | **PIN / WID:** | ##### |
| **Department:** | Supervisory Org Title (Department Name) | **FLSA:** | EX or NE |
| **Supervisor Title:** | Direct Supervisor Title | **Grade:** | 5 |
| **Term Length:** | 12 month, 9 month, 4.5 month | **% Effort:** | 100 or? |
| **Work Location:** | East Texas A&M University campus |  |  |

**Creation or Revision Date:** ##/##/####

**SUMMARY:**

The **POSITION TITLE** at East Texas A&M University (ETAMU) is responsible for **XYZ** (an overarching summary of the intent and purpose of the role). As a proud member of the third-largest institution in The Texas A&M University System, ETAMU fosters a strong professional environment that supports career growth and academic excellence.

ETAMU is a fast-growing public university with a strong reputation for academic excellence, research innovation, and student success. With over 140+ degree programs, a 20:1 student-to-faculty ratio, and nationally ranked online and graduate programs, ETAMU is committed to transforming lives through quality education. Our employees benefit from a collaborative community, cutting-edge research opportunities, and outstanding resources.

**DUTIES & RESPONSIBILITIES (15 or less):**

* Administers XYZ
* Assists with XYZ
* Coordinates XYZ
* Maintains XYZ
* Updates XYZ
* Directs XYZ
* Serves as XYZ

**MINIMUM REQUIREMENTS:**

* **Education:** High school diploma or equivalent combination of education and experience.
* **Experience / Knowledge / Skills:** XYZ of related experience. Knowledge of XYZ. Skilled in XYZ.
* **Ability to:** Multi-task and work well as part of a team.
* **Licensing/Professional Certifications:** XYZ
* **Physical Requirements:** XYZ
* **Other Requirements:** XYZ

**PREFERRED EDUCATION / SKILLS/ EXPERIENCE:**

Education skills and experience above and beyond the minimum that would be ideal but is not required.

**SUPERVISION OF OTHERS:**

Titles of positions supervised (Administrative Coordinator, Assistant Director, Student Workers, Graduate Assistants etc)

**WHY WORK AT EAST TEXAS A&M UNIVERSITY?**

**Competitive Benefits & Work-Life Balance:**

* [**Employee tuition assistance**](https://inside.tamuc.edu/admissions/tuitionCosts/bursar/employee-scholarship-information.aspx) for master’s and doctoral programs.
* [**Comprehensive benefits**](https://www.tamus.edu/benefits/) package including health, dental, vision, life, and long-term disability insurance.
* **ETAMU contributes** to employee health and basic life insurance premiums.
* 12-15 days of [**annual paid holidays**](https://inside.tamuc.edu/facultystaffservices/humanresources/Total%20Rewards/employeeBenefits/vacationSickLeave/holiday_schedule.aspx), plus up to eight hours of **paid sick leave and vacation** each month.
* Automatic enrollment in the [**Teacher Retirement System of Texas (TRS)**,](https://www.tamus.edu/benefits/retirement-programs/) with optional additional retirement plans (ORP).
* [**Physical wellness program**](https://inside.tamuc.edu/facultystaffservices/humanresources/Total%20Rewards/employeeBenefits/employee-wellness/Physical%20Wellness/default.aspx) and wellness release time for eligible employees.

**Career Growth & Development:**

* Access to cutting-edge research opportunities at a designated **R2 Research Institution**.

**Academic Excellence:**

* ETAMU is ranked among the top **30% in five online degree programs** and offers national recognized academic programs.
* **Over 140 degree programs**, including nationally ranked online and graduate options.
* **First accredited institution** to offer a competency-based bachelor’s degree in **criminal justice**.
* **Distance education** offerings in Corsicana, Dallas, Frisco, McKinney, Mesquite, Bryan, and online.

**State-of-the-Art Facilities:**

* Work in advanced facilities such as the **113,470-square-foot Nursing and Health Sciences Building**, featuring a state-of-the-art **simulation hospital** and a **1,300-acre agricultural research farm**.

**Vibrant Campus Life:**

* Engage with over **95 student organizations** and **14 NCAA Division I athletic teams**, contributing to a thriving campus community.

**Prime Location & Growth:**

* Enjoy the benefits of working in rapidly growing regions, with abundant career opportunities at **six locations across Dallas and Northeast Texas.**

**Visit us on our social media:**

* [**Facebook**](https://facebook.com/TAMUC)**,** [**Twitter**](https://twitter.com/TAMUC)**,** [**Instagram**](https://instagram.com/TAMUC)**,** [**YouTube**](https://youtube.com/lionsmedia)**,** [**LinkedIn**](https://www.linkedin.com/school/east-texas-am-university/)**,** and[**ETAMU News**](https://tamuc.edu/News/)

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Effective Date

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Employee Name (Please print) Employee UIN

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Employee Signature Date

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Supervisor Signature Date

*This document represents the major duties, responsibilities, and authorities of this job, and is not intended to be a complete list of all tasks and functions. Other duties may be assigned. This job description is not an employment agreement or contract. The University has the exclusive right to alter this job description at any time without notice. Acceptance of this position shall include your agreement to abide by applicable State and Federal law, policies and regulations of the Texas A&M University System, and rules and procedures of East Texas A&M University. You agree to follow and comply with all policies, rules and regulations as a condition of employment.*

*East Texas A&M University is an Equal Opportunity/Veterans/Disability Employer.*