Staff Specialist

Job Code 50010891

General Description
Responsible for performing a wide range of non-exempt duties for an indeterminate period of time.

Examples of Duties
May provide classified support in a lab environment.
May support various academic projects and activities.
May perform duties related to assigned center, school, or college.
May assist in the provision of sports related information.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: complex legal documents, detailed, graphs and specs describing work orders; University policies and procedures.

Skill in: courteous and effective communication; directing the work of others and motivate output.

Ability to: interpret and apply complex legal and technical documents; prepare clear, concise reports, letters, and proposals.

Experience and Education
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills and abilities.

Other Requirements
May function in any classified EEO category. Typically used for hourly positions. May be used only with the prior approval of the Human Resources Office.