

# **Position Expectation Statements by Level of Responsibility**

## **General**

### **Civil and Respectful Interactions**

Demonstrates respect for all members of the University community in the course of performing one's duties and in response to administrators, supervisors, coworkers, and customers; constructively brings forward workplace concerns to coworkers and/or supervisor.

### **Diversity and Inclusion**

Welcomes the richness of talent from a diverse workforce and recognizes that diversity brings stimulation, challenge, and energy that contribute to a productive and effective workplace.

### **Learning and Professional Development**

Seeks opportunities to enhance one's own knowledge, skills, and abilities as they relate to one's current position and/or to prepare for potential future roles and overall career development that contribute to the mission and goals of the institution.

### **Responsibility and Accountability**

Represents the interests of the University and of unit leadership in the use of resources to meet service and productivity demands within unit goals and budgets; strives to promote continual process and quality improvement.

## **Supervisory**

### **Civil and Respectful Interactions**

Establishes and models collaborative interaction among peers and employees that is characterized by respect, honesty and service; encourages similar standards and ethics for all unit members; constructively manages conflict.

### **Diversity and Inclusion**

Provides each employee with the opportunity to contribute to the goals of the unit, while managing the talents, strengths and behaviors of each individual in a diverse work group. Works to assure that all employees are respected and treated consistent with University policies in regard to equal employment opportunity and diversity.

### **Learning and Professional Development**

Pursues opportunities for personal development that relate to supervision/management. Encourages employees to attend to the growth of their personal and professional capacity. Relates such opportunities to the unit's and the University's mission and values.

### **Responsibility and Accountability**

Inspires and motivates others to high performance by exercising strong stewardship of University resources, setting expectations, measuring success through individual performance evaluations, and influencing organizational results.