



Randolph Community College

Job Description

TITLE:

GENERAL JOB DESCRIPTION:

QUALIFICATIONS:

Required:

Preferred:

DUTIES:

COLLEGE REQUIREMENTS OF ALL EMPLOYEES:

- Demonstrated excellence in written, oral, and interpersonal communication skills.
- Demonstrated commitment to diversity, equal opportunity, and the academic, intellectual, and social development of all students and employees.
- An understanding of and commitment to the comprehensive community college philosophy and mission.
- Treats others respectfully, speaks to others courteously, and behaves in such a way that creates a workplace environment that is marked by trustworthiness, honest but polite communication, and interpersonal interactions that are both personally cordial and professionally appropriate.
- Acts as a team player when working with any and all employees of the College.
- Serves on institutional committees as appointed by the President.
- Performs other duties and responsibilities as needed.
- Annually review all Randolph Community College safety rules and policies and be familiar with all emergency safety procedures. Promote good safety habits and be compliant with OSHA safety regulations.

Note: Items in red letters denote requirements and duties set forth by the President of the College and are both standard and required on all Randolph Community College faculty and staff job descriptions. These items are not to be edited or revised in any way.

**Randolph Community College
Job Description
ADA Requirements**

POSITION:

REQUIREMENTS RELATIVE TO ADA:

Check physical demands that apply and describe job responsibilities.

ACTIVITY	X	% or lbs.	DESCRIPTION OF JOB RESPONSIBILITIES
Strength			
Standing			
Walking			
Sitting			
Lifting			
Carrying			
Pushing			
Pulling			
Climbing			
Balancing			
Stooping			
Kneeling			
Crouching			
Crawling			
Reaching			
Handling			
Speaking			
Hearing			
Seeing			
Depth of Perception			
Color Vision			