**Expectations**

- Flexibility to work in a dynamic environment and explore different paths to accomplish objectives.

- Ability to clearly state objectives so others can contribute productively to outcomes.

- Excellent attendance, ability to schedule planned absences around important deadlines.

- Maintain a pleasant and professional working environment with co-workers and visitors.

- Understands, follows and models the UC Davis Principles of Community.

- Functions with a high degree of autonomy.

- Understands the importance of maintaining professional etiquette when working with a variety of individuals.

- Uses discretion and maintains all confidentiality.

- Takes initiative in all aspects of job assignment.

- Strong professional ethics and accountability.

- Ability to communicate with a broad range of people.

- Actively builds constructive and effective relationships with colleagues at all levels; advises and collaborates with others to develop a stronger team and enhance workplace spirit.

- Ability to adjust behavior or approach as appropriate in order to have effective relationships with those who have different perspectives, cultural styles and values.

- Is comfortable dealing with uncertainty, ambiguity and change.

- Exercises independent judgment.

**SIGNATURES**

**Employee**
I have read this position description and understand its contents.

**Supervisor**
This position description accurately describes the essential responsibilities assigned to this position.

**Department Head**
This position description accurately describes the essential responsibilities assigned to this position.