

39. Summary Statement (see instructions) Under the direction of Principal Investigator, the Postdoctoral Fellow will assist in the development of the W.M. Keck Undergraduate Program in Digital Cultural Mapping. This will be a three year full time position paid by the funds granted by the W.M. Keck Foundation (1 October 2008 - 31 September 2011).		
40. Type of Supervision Received/Exercised (see instructions) Supervised by Prof. Willeke Wendrich. May supervise graduate students and programmer/analysts.		
41. How long have the duties and the distribution of time been substantially as below? New		ATTACH A COPY OF THE MOST RECENT ORGANIZATION CHART.
PERCENTAGE OF TIME	42. CORE FUNCTIONS/DUTIES	TYPE OF FUNCTION E (Essential) or M (Marginal)
30%	A. Coordinate the development of the Curriculum for the W.M. Keck Undergraduate Program in Digital Cultural Mapping ("the program") <ol style="list-style-type: none"> 1. Organize Faculty meetings in preparation of the program. 2. Coordinate program offers by individual faculty members. 3. Assist the PI in seeking and organizing additional program elements 4. Coordinate efforts of faculty, staff and students 	E E E E
15%	B. Advertise the program as a consistent whole by providing information to faculty, staff and students <ol style="list-style-type: none"> 1. Maintain program website 2. Assist the PI in planning and preparing information meetings for faculty, staff and students 3. Ensure that program parts are recognizable as such in the regular UCLA class offerings 	E E E
35%	C. Teach in the program <ol style="list-style-type: none"> 1. Design and teach, or co-teach at least one undergraduate class in the program 2. Maintain educational resources linked to the program. 	E E

20%	<p>D. Assist the PI in Grant Administration</p> <ol style="list-style-type: none"> 1. Assist the PI with writing reports to the granting agency 2. Assist P.I. with writing grant proposals 	E E	
43. COMPETENCIES (SKAs, Behaviors, Attributes)		DUTY REFERENCE	IMPORTANCE required, preferred, or may be trained
Excellent communicative and organizational skills.		All	Required
Ability to work independently and prioritize assignments.		All	Required
Experience with working in a team.		A1, A2, B2	Required
Experience with development of digital educational materials		B1, C1, C2	Required
Experience with the use of Geographic Information Systems		C1, C2	Preferred
Experience with grant writing, proposal preparation, and reports.		D1, D2	Preferred

JOB DESCRIPTION INSTRUCTIONS

- A. PURPOSE OF THIS FORM** - This form is the official record of duties assigned to a position and the competencies (skills, knowledge and abilities) required for satisfactory performance. It provides information necessary for job classifications, recruitment, and selection.
- B. WHEN IT SHOULD BE COMPLETED** - A job description form should be prepared whenever a new position is established. In addition, it should be revised whenever substantial changes occur in the duties and responsibilities of an existing position.
- C. HOW IT SHOULD BE COMPLETED**

General

Complete the form and submit it in duplicate.

Section 39

Summarize briefly the major purpose of the position and its role in the department..

Example: Under general supervision of an Administrative Assistant II, provide secretarial services to six faculty members in the Department of Cybernetics. Major functions include typing manuscripts, composing correspondence, screening calls and making appointments.

Section 40

Describe briefly the way in which work is assigned and reviewed. Indicate the kind and amount of guidance available from supervisor, manuals or established procedures.

Example: All work is assigned and reviewed on a daily basis by faculty members. Standard office procedures established by the Administrative Assistant II are followed. Manuscripts are prepared/edited according to publisher specifications.

Section 42

- List each job duty and its related tasks, starting with the duties that take the largest portion of time. A duty is a distinct area of job responsibility. A task is a particular work action performed to accomplish the duty. Most jobs are comprised of 4-8 duties, each of which involves several related tasks.
- Be specific about the degree of responsibility involved and the equipment, processes and work aids used. Begin each statement with an action verb such as "compose" or "compute." Avoid use of ambiguous or qualitative words, such as "assist" or "complex" without providing clarifying examples.
- Indicate the approximate amount of working time spent on each major duty using percentages.

<i>Example:</i>	<u>Percentage Of Time</u>	<u>Duties and Tasks</u>	<u>Type of Function (essential/marginal)</u>
	40%	A. Prepare technical manuscripts.	
		A-1 Correct spelling, punctuation and grammar errors in drafts.	E
		A-2 Edit bibliographies for consistency with appropriate journal style using style references supplied by supervisor.	E
		A-3 From rough draft copy, prepare manuscripts in their final form using Microsoft computer software; proofread before returning material to initiator.	E
		A-4 Other duties as assigned.	M

Section 43

- Indicate the skills, knowledge and abilities required for the satisfactory performance of each task listed in Item 42. Phrase the statements so they indicate the level of knowledge/skill that is required. Avoid general references to personality, interest, intelligence, judgment and specific years of education and experience.
- Also list any special physical characteristics which are necessary for satisfactory job performance, e.g., "ability to lift 50 lb. objects frequently" or "ability to identify and distinguish color."
- Review each statement and indicate the number of each specific task (from Item 42) which requires the knowledge or skill in the column marked "Task Reference."
- Rate the importance of each skill, knowledge and ability using the following designations:
"Required" – a qualification essential to satisfactory job performance and which the worker must have at the time of application.
"Preferred" – a qualification that may take longer than eight hours to train; employer is willing to train but prefers applicant to have skills.
"May be Trained" – a qualification which may be taught on the job, which the worker will be expected to acquire on the job, or which will normally be learned in a brief orientation period of eight hours or less.

<i>Example:</i>	<u>Skills, Knowledge and Abilities</u>	<u>Tasks Reference</u>	<u>Importance</u>
	Skill in editing for spelling, punctuation and grammar.	A-1	Required
	Ability to recognize, spell and use technical terminology properly	A-1	Required
	Typing skills to quickly and accurately prepare manuscripts.	A-3	Required
	Skill in operating a word processor using Microsoft software	A-3	May be trained
	Skill in prioritizing assignments to complete work in a timely and accurate manner	A-1-3	Required

