

**Expectations**

Job Expectations

- Read and uphold the UCD Principles of Community.
- Maintain a positive and collaborative working relationship with various service units within the School of Education and across campus.
- Maintain strict confidentiality, exercise discretion, use independent and mature judgment, work efficiently without supervision, and commit to team-building, quality assurance, and process improvement.
- Work with changing priorities and demanding workload.
- Identify and solve problems as they occur.
- Plan/implement budgets with careful attention to resources and timelines.
- Handle logistical event planning as required.
- Work with, and direct (as necessary), project teams.
- Become well versed in Globe Education practice which will require travel to London to receive training from Globe Education staff.

**SIGNATURES**

\_\_\_\_\_  
**Employee**

I have read this position description and understand its contents.

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Supervisor**

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

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Department Head**

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

\_\_\_\_\_  
**Date**