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|  |  |
| --- | --- |
| **Revision Date:** |  |
| **Job Code:** |  |
| **Job Title:** |  |
| **FLSA Exemption Status:** |  |
| **Supervisor Title:** |  |
| **Department:** |  |

*Position Summary:*

**Write one or two brief paragraphs describing the main objective or primary purpose of this position and any key responsibilities and tasks. Include a vision statement that helps the incumbent understand how this position contributes to the greater overall university environment and mission.**

*Principal Duties and Expected Outcomes:*

**Categorize or group the primary job duties and then the tasks performed to fulfill them. Include an approximate percentage of time spent with each area of responsibility.**

*Knowledge Skills & Experience:*

**Identify the minimum requirements necessary to perform the responsibilities listed above.**

|  |  |
| --- | --- |
| **Education:** |  |
| **Experience:** |  |
| **Skills:** |  |
| **Required Certifications:** |  |

*Reporting Relationships:*

**Identify who this position will report to, and who will report to this position.**

|  |  |
| --- | --- |
| **Reports to: (Supervisor’s Title)** |  |
| **Titles and number of regular full- and part-time positions reporting to this position:** |  |
| **Number of student employees reporting to this position:** |  |

*Span of Authority / Control:*

**Identify the types of decisions that this position can make independently and the types of decisions that need to be referred to the supervisor or other individual.**

|  |  |
| --- | --- |
| **Decisions made independently:** |  |
| **Decisions referred to the supervisor or other individual:** | . |

*Regulations:*

**Federal, state, institutional or other types of regulations that influence job responsibilities:**

|  |  |
| --- | --- |
| **Federal Regulations:** |  |
| **State Regulations:** |  |
| **Institutional Regulations:** |  |

*Work Schedule:*

**Special circumstances in the work schedule (e.g., travel, shift work, weekend/holiday work, on-call, other):**

|  |  |
| --- | --- |
| **Regular Schedule:** |  |
| **Weekend / Holiday / On Call:** |  |
| **Travel:** |  |