

Job Description

Revision Date:	
Human Resources Review Date:	
Job Title:	
Job Code:	
FLSA Exemption Status:	
Supervisor Title:	
Department:	

Position Summary:

Write Position Summary here:

Primary Responsibilities & Expected Outcomes:

1. (%)
2. (%)
3. (%)

Qualifications:

List the minimum qualifications for the job. Identify the knowledge and skills required, including: formal education, experience, certifications, licenses, specialized training, etc.

Education:	
Experience:	
Skills:	
Certifications:	
Other:	

Regulations:

Identify any federal, state, local, institutional, or other types of regulations that influence the job responsibilities.

Federal Regulations:	
State Regulations:	
Local Regulations:	
Institutional Regulations:	
Other Regulations:	

Reporting & Accountability:

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Identify the reporting relationships for this position including: direct report (manager), and/or positions that may report to this position.

Supervisor's Title:	
Titles and number of regular full-time and/or part-time positions reporting to this position (not student employees):	
Number of student employees reporting to this position:	

Work Schedule:

Identify the typical work schedule for this position along with special circumstances outside the regular work schedule such as: weekend, holiday work, on-call, or travel.

Regular Schedule:	
Weekend / Holiday / On Call:	
Travel:	

Decision Making & Independent Judgement:

Identify the types of decisions that the incumbent in this position can make independently and the types of decisions that need to be deferred to the manager or other individual:

Decisions Made Independently:	
Decisions Deferred to the Manager:	

Working Conditions:

Identify the typical working conditions for this specific job. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Individuals who pose a direct threat or significant risk to the health and safety of themselves or others in the workplace, because of physical requirements that cannot be eliminated or reduced by reasonable accommodations will not be considered qualified for employment.

Physical Effort:

Identify the amount of physical effort needed to be successful in performing the primary duties for this position. **(Select one)**

- Extremely Light** – Physical effort normally found in clerical work or the equivalent. Work is primarily sedentary. however, occasional handling of small objects (up to approx. 10 lbs.), and occasional walking or standing may be required (*No further detail necessary*)

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- Light** – Physical effort represented by frequent handling of light objects (approx. 10-20 lbs.) and materials or use of light hand tools. May require standing and walking most of the time, or unremitting need to perform work with hand and /or arms in largely the same position while sitting. *(No further detail necessary)*
- Moderate** – Physical effort represented by frequent handling of medium objects (approx. 20-50 lbs.) and materials or use of medium weight hand tools. May require climbing and working from ladders or in awkward positions. (Elaborate Below)
- Strenuous** – Physical effort represented by frequent handling of heavy objects (approx. 50-100 lbs.) and materials or use of heavy hand tools. (Elaborate Below)

Environment:

Identify the typical working environment for this position. Examples may include weather conditions, wide temperature ranges, wet environments, odors, cramped and/or dirty quarters, etc. (Select one)

- General Office or other equivalently good environment. *(No further detail necessary)*
- Rare presence of abnormal variations in temperature and exposure to outside conditions. *(No further detail necessary)*
- Periodic exposure to unfavorable conditions because of unavoidable needs to be in variable temperatures or wet environments, etc. (Elaborate Below)
- Frequent exposure to unfavorable conditions such as all-weather, or working in cramped, very dirty, or unpleasant quarters. (Elaborate Below)
- Predominant exposure to very disagreeable surroundings. (Elaborate Below)

Hazards:

Identify the rate of exposure of potential hazards this position will typically encounter. Examples may include: heights, infectious or toxic substances, noise, vibration, airborne contaminants, chemicals, confined spaces, electrical, respiratory, mechanical hazards, etc. (Select one)

- Minimal existing or potential hazards *(No further detail necessary)*
- Moderate existing or potential hazards (Elaborate Below)
- Frequent existing or potential hazards (Elaborate Below)

