**Date:**

**Position Title:**

**Department:**

**FLSA Status/Hours (**Exempt or Non-Exempt; full-time or part-time/hrs. per week):

**Reports to (position):**

**Position Summary**:

**Primary/Essential Job Duties:**

*The job duties of a position are those that are critical to the position and are the primary reason for which the position exists. Their absence would fundamentally change the position.*

List in order of importance and include the approximate percentage of time per week spent on each duty):

\*Regular and punctual attendance is an essential function of this position.

**FLSA Section**

Does the employee’s primary duty include the exercise of discretion and independent judgment with regard to (check all that apply):

\_\_\_\_budget management

\_\_\_\_financial decision-making authority

\_\_\_\_the authority to formulate, affect, interpret, or implement management policies or operating practices

\_\_\_\_the authority to waive or deviate from established policies and procedures without prior approval:

\_\_\_\_provide consultation or expert advice to management: negotiate on behalf of and/or bind the university on significant matters:

**Supervisory Responsibilities** (such as hiring, training, scheduling, staff development, performance appraisals, corrective action, work flow management, and staff recognition)? (Y or N)

If yes, which positions report to this position:

**Qualifications**

**Qualifications/Skills/Abilities Required for Position:**

**Qualifications/Skills/Abilities Preferred for Position:**

**Education/Training:**

**Licenses and Certifications:**

**Physical/Environmental/Working Condition Requirements**

**Working Conditions** (i.e. evenings, weekends, normal business hours, remote option):

**Travel required:**

**Physical Requirements** (select one):

\_\_\_\_**Sedentary work.** Exerting up to 10 lbs. of force occasionally and/or negligible

amount of force frequently or constantly to lift, carry, push, pull or otherwise

move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only

occasionally and all other sedentary criteria are met.

\_\_\_**Light work**. Exerting up to 20 lbs. of force occasionally, and/or up to 10 lbs.

of force frequently, and/or a negligible amount of force constantly to move

objects. If the use of arm and/or leg controls requires exertion of forces greater

than that for sedentary work and the worker sits most of the time, the job is rated for light work.

\_\_\_**Medium work.** Exerting up to 50 lbs. of force occasionally, and/or up to 30

lbs. of force frequently, and/or up to 10 lbs. of force constantly to move objects.

\_\_\_**Heavy work.** Exerting up to 100 lbs. of force occasionally, and/or up to 50

lbs. of force frequently, and/or up to 20 lbs. of force constantly to move objects.

**Other Physical Demands** (select all that apply):

\_\_Climbing (ascending or descending ladders, stairs, ramps, etc…)

\_\_Balancing

\_\_Stooping

\_\_Kneeling

\_\_Crouching

\_\_Reaching

\_\_Standing for sustained periods

\_\_Walking for long distances or moving from one worksite to another

\_\_other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Outdoor Exposure** (select one)**:**

\_\_\_Primarily exposed to indoor elements

\_\_\_Exposed to both indoor and outdoor elements

\_\_\_Primarily exposed to outdoor elements