

Approval Signatures:

HR Director: _____ Date: _____ Vacated by: _____ Date: _____
President: _____ Date: _____

SALVE REGINA UNIVERSITY
Position Description

TITLE:

FLSA STATUS: *Exempt or Non-Exempt*

DEPARTMENT:

REPORTS TO:

SUPERVISES:

BASIC FUNCTION: *An overview (four to five sentences) that summarizes the purpose and objectives of the job. It includes the primary responsibilities, expected results, and the degree of freedom (i.e. works independently or under direct supervision).*

ESSENTIAL DUTIES AND RESPONSIBILITIES: *The tasks, duties, and responsibilities of the job; may also state why the functions are required*

OTHER DUTIES AND RESPONSIBILITIES: *The desirable but not essential aspects of the job*

LICENSES, TOOLS, AND EQUIPMENT:

ENVIRONMENTAL CONDITIONS:

QUALIFICATIONS:

This position could, on occasion, require bending, reaching, ascending and descending stairs, standing, walking, pushing, pulling, lifting, talking, and hearing.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying the position. Employees will be required to perform other job-related duties requested by their supervisor.

GENERAL SIGN OFF: The employee is expected to adhere to all company policies.

I have read and understand this explanation and job description.

Signature: _____ **Date:** _____