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**JOB DESCRIPTION**

**Job Title**: Position (students are Student Assistant) **Effective Date:** August 1st

**Department:** Example Department D**ivision:** Example Division

**Supervisor:** Person’s Name **Schedule:** XX hrs/week, # of months, etc

**FLSA Classification**: Non-Exempt

**Job Summary:**

**Duties/Responsibilities:**

* List duties here.
* List duties here.
* List duties here

**Required Skills/Abilities:**

* List required skills and abilities here.
* List required skills and abilities here.
* List required skills and abilities here.

**Education and Experience: (2 bullet points below are for student job descriptions and can be removed for staff)**

* Must be a regular, full-time student, enrolled in at least 12 hours per semester
* Must have a completed FAFSA on file with Financial Aid for the current academic year

**Work Conditions:**

**Physical Requirements:**

**Acknowledgment:**

*I have read this job description (or had it read to me) and I fully understand all my job duties and responsibilities. I am able to perform the duties and responsibilities as described, with or without reasonable accommodation as outlined under the Americans with Disabilities Act and Americans with Disabilities Act Amendment Act (ADA and ADAAA). I understand that my job duties and responsibilities may change on a temporary or regular basis according to the needs of my location or department and if so, I will be required to perform such additional duties and responsibilities. If I have any questions about job duties not specified in this description that I am asked to perform, I should discuss them with my immediate supervisor or a member of the HR staff.*

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**Employee Signature**  **Date**