**Staff Job Description**

**Grade 12 and Above**

**Section 1: Identifying Information**

|  |  |
| --- | --- |
| Position Title:  | Date Prepared:  |
| Department:  | Job Family:  |
| Position Reports to:  | Grade: |

**Section 2: Position Purpose**

*Describe the primary purpose of the position including quantitative data that supports the scope of the position relative to the department and/or University.*

**Section 3: Major Responsibilities**

Describe the major areas of responsibilities and the results the incumbent is expected to achieve. Please include an estimate of the percentage of time for the responsibility.

1. **Major Responsibility: %**

1. **Major Responsibility: %**

1. **Major Responsibility: %**

1. **Major Responsibility: %**

**Section 4: Job Qualifications**

*List education, experience and expertise necessary to achieve the expected results.*

**Section 5: Other Information**

*Please use the following checklist to identify general physical demands and working conditions. Additional specific physical demands and working conditions required to perform the job should be added. Also indicate any information that would be helpful in understanding any unusual or hazardous conditions associated with performing the position, or specific work schedule information.*

|  |  |  |
| --- | --- | --- |
|  **General Physical Demands** | **Lift/Carry/Push/Pull** | **Use of Chemicals** |
| [ ]  Must remain in stationary position for long periods of time at desk or computer | [ ]  Typically less than 10 pounds | [ ]  Limited exposure to chemicals |
| [ ]  Requires moving around campus | [ ]  Typically 10 to 20 pounds | [ ]  Careful use of chemicals |
| [ ]  Requires occasionally standing, sitting, walking; using hands to finger, handle, or feel objects, tools or controls; reaching with hands and arms; climbing stairs; hearing; talking | [ ]  Typically 20 to 50 pounds | [ ]  Use of highly toxic chemicals |
| [ ]  Requires frequently moving about inside the office to access printer, files, and other materials/equipment | [ ]  Typically more than 50 pounds |  |
| [ ]  Operates a computer and other office equipment |  |  |
| [ ]  Some travel may be required |  |  |
|  |  |  |

**Additional physical demands and working conditions:**