



POSITION DESCRIPTION

Please check one: <input type="checkbox"/> New <input type="checkbox"/> Revised	Date:
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Position Information

(To be completed by Human Resources)

Position Title:	Position Code:
Department:	Grade:
School or Division:	FLSA Status: <input type="checkbox"/> Exempt <input type="checkbox"/> Non-exempt
Reports To (Title only):	Direct Reports (Titles only):

Position Overview

(Briefly describe the job's primary purpose or contribution to the department or organization)

Essential Functions

(List the job's essential or primary duties and responsibilities. Duties are prioritized according to their importance and/or the frequency performed. Note: Duties and responsibilities are functions of the job and should not reflect the special talents or performance of an employee)

1.
2.
3.
4.
5.
6.
7.
8.
9.
10.
11. Perform other duties and responsibilities as required, assigned, or requested.

Duties and Responsibilities

(List the job's functions that are not primary functions)

1.
2.
3.

Functional and Technical Competencies

(Specialized skills, knowledge and abilities required to perform the essential functions of the role)

Education/Training and Certification, Licensure, Registration Requirements

(Minimum level of education necessary to perform the essential job duties. Please only consider the basic job requirement for knowledge)

Experience

(Minimum number of years of relevant experience required to perform the essential functions of the role)

Environment and/or Physical Factors

(Work environment characteristics and physical demands that are representative of those which an employee encounters while performing the essential functions of the role)

Desired Qualifications

(Preferred skills, knowledge and abilities)

Disclaimer

The above statements are intended to describe the general nature and level of work performed by employees assigned to this position. It is not designed to contain or be interpreted as a comprehensive list of all duties, responsibilities, and qualifications. Marquette University management reserves the right to amend and change responsibilities to meet business and organizational needs as necessary.