Tuskegee University
Founded by Booker T. Washington

JOB DESCRIPTION

Job Title: **Department:**

Name of Supervisor: **Title of Supervisor:**

FLSA (exempt or non-exempt):   **FT/PT (full-time, part-time):**

Status (regular or temporary):

Organization Chart must be attached.

The statements contained in this job description reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility. It <u>should not</u> be considered an all-inclusive listing of work requirements.

Job Summary

Essential Job Duties and Responsibilities

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Qualifications (Education, Experience, and Specialized Training)

Required Knowledge, Skills and Abilities

The following generally describes the knowledge, skills and ability required to enter the job

> **Knowledge of:**

> **Skills:**

> **Ability to:**

Physical Requirements:

Additional Desirable Qualifications:

Additional Position Information:

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- Does this position require weekend and after work hours' job responsibilities? (Yes/No) _____

- Does this position require travel? Yes/No) _____

- Is this position funded through restricted outside funding? (Yes/No) _____

- If this is a temporary position? (Yes/No) If yes, what is the end date of the position? _____

_____

JOB DESCRIPTION

Job Description Acknowledgment

The job requirements in the job description provided indicate the minimum level of education, experience, knowledge, skills, and/or abilities deemed necessary to perform the job competently. Job descriptions are an overview of the duties, responsibilities and requirements of the position. Employees may be required to perform other job-related assignments as requested.

I have read and understand the job requirement, responsibilities and expectations set forth in the job description provided for my position. I attest that I am able to perform the essential job duties and responsibilities with or without reasonable accommodations.

_____

Employee's Name (Print Name)

_____   _____

Employee Signature   **Date**

Tuskegee University is an Equal Employment Opportunity Employer