



## STAFF JOB DESCRIPTION

**Position Title:**  
**Grade:**  
**Division:**  
**Department:**  
**Revised:**

**Position #:**  
**CUPA Code:**  
**FLSA Status:**  
**Full Time ( )**  
**Part Time ( )**

### I. SUMMARY OF POSITION

### II. ORGANIZATIONAL RELATIONSHIPS

**Responsible to:**

**Assignments received from:**

**Interacts with:**

**Nature of supervision received:**

**Nature of supervision given and individual(s) or groups supervised:**

### III. DUTIES AND RESPONSIBILITIES

**A. Essential Functions**

**B. Additional Responsibilities:**

### IV. QUALIFICATIONS

**A. Required Education, Experience, Skills and Abilities**

**B. Additional Desirable Qualifications**

### V. PHYSICAL REQUIREMENTS:

