

Loyola University New Orleans
Job Description

Title of Position: _____

Department: _____ **Date Written:** _____

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

**Loyola University
Job Description**

B. Additional Responsibilities:

IV. QUALIFICATIONS

A. Required Education, Experience, Skills and Abilities

B. Additional Desirable Qualifications

V. PHYSICAL REQUIREMENTS: