



Job Description

CLASSIFICATION DETAILS:	
Job Code:	
Position Title:	
EEO Category:	Classification:
FLSA Status:	Pay Grade:
Revision Date:	

SUPERVISOR:
Reports To / Hiring Supervisor:
Department:

POSITION DETAILS:	
Position Title:	
Department:	
Job Summary / General Purpose / Scope of Position (<i>Describe the purpose of the job and the contribution to the department and/or the University. One or two sentences is recommended.</i>):	
Office Location:	
Position Number:	
Job Type:	If part-time, please list hours per week:

Titles and number of employees supervised by this position:

JOB DUTIES: *Please enter specific essential duties.*

QUALIFICATIONS:

Qualifications in filling a future vacancy in this position. Keep the position in mind rather than the current or potential occupant. Please include Education, Experience, Licenses, Certifications, and Other Skills.

EDUCATION:

Required:

Preferred:

EXPERIENCE:

Required:

Preferred:

LICENSE / CERTIFICATION:

Required:

Preferred:

KNOWLEDGE, SKILLS, AND ABILITIES:

OTHER INFORMATION:

WORKING CONDITIONS:

How much on-the-job time is spent performing the following activities? Indicate the amount of time by placing an 'x' in the appropriate box below.

	Never	<1/3	1/3 – 2/3	>2/3
Sitting				
Standing				
Walking				
Bending				
Repetitive Use of a Keyboard				
Other:				

LIFTING REQUIREMENT:

Up to lbs.

ENVIRONMENTAL DEMANDS:

- May work around all weather conditions
- May work around extreme temperatures
- May work around chemical fumes
- May work around standard office conditions
- May work around biohazards
- May work around chemicals
- May work around electrical and mechanical hazards

This position is security sensitive. Applicants under final consideration are subject to a general and criminal background check in accordance with Texas Education Code, Section 51.215 and Texas Government Code, Section 411.083

The above statements do not supersede or replace any statements made in the UT Tyler Handbook of Operating Procedures or elsewhere which prescribe the role, responsibilities, duties, and skills of personnel assigned to this job title, nor are they intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel assigned to this job title. The above statements are intended to describe the general nature and level of work performed by personnel assigned to this job title. Administration/management retains the discretion to add to or change the duties of the position at any time.

Substitutions to the above requirements must have prior approval from the Director of Human Resources.