 Job Description

Name (if known):

RF Position Title:

Campus Working Title:

Department:

Job Reports To:

Employee’s Work Schedule:

FUNCTION AND SCOPE

(Briefly describe what the position was created to accomplish.)

JOB DUTIES

(Please list the position’s job duties and the approximate percentage of time spent on each of the activities; describe what work/tasks must be accomplished, which may include supervisory responsibilities, quality/ quantity standards, physical requirements, etc.).

1. \_\_\_\_%of time

2. \_\_\_\_%of time

3. \_\_\_\_%of time

4. \_\_\_\_%of time

5. \_\_\_\_%of time

REPORTING RELATIONSHIPS

(If applicable, provide the number of employees and the jobs of the staff reporting to this position.)

MINIMUM REQUIREMENTS

(The minimum educational background, certifications, work experience, skills, knowledge and abilities required to competently perform the essential job duties.)

Supervisor Signature Date

Please note that other duties and responsibilities may be assigned.

*Rev. 22-March-2023*