



NOTE: Guide to Developing Staff Job Descriptions at Nazareth College should be reviewed prior to completing a description in this format. The guide can be accessed on the HR forms page of the HR web page.

STAFF JOB DESCRIPTION

POSITION INFORMATION

Department:	Effective Date:
Job Title:	Division:
Job Reports to (Title):	Pages:

FOR HUMAN RESOURCES USE ONLY

FLSA Status:	Administrative	Support
Hours Per Week:	Weeks Per Year:	Grade:
SOC Code:	EEO Code:	Job #:

JOB SUMMARY and SCOPE

PRINCIPAL and ADDITIONAL ACCOUNTABILITIES

I. PRINCIPAL ACCOUNTABILITIES (Essential Functions)

	%
	%

	%
	%
	%
	%
	%
	%

II. ADDITIONAL ACCOUNTABILITIES

	%
	%
	%
	%
<ul style="list-style-type: none"> • Other duties as assigned 	%

Additional physical requirements for this job:

This job description is intended to describe essential job functions used to assess the performance of an employee and is not intended to be an all-inclusive statement of job responsibilities.