

Job Description Template

Working Title:

Job Summary:

Job Classification

Job Classification:

Hiring Range:

Provisional Period:

Pay Grade Level:

FLSA:

EEO Job Category:

Salary Minimum:

Salary Midpoint:

Salary Maximum:

Job Duties

Percentage of Time:

Responsibility/Duty:

Performance Standard:

Percentage of Time:

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Responsibility/Duty:

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Performance Standard:

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Percentage of Time:

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Responsibility/Duty:

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Performance Standard:

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Percentage of Time:

Responsibility/Duty:

Performance Standard:

Percentage of Time:

Responsibility/Duty:

Performance Standard:

Percentage of Time:

Responsibility/Duty:

Performance Standard:

Education and Experience Requirements

Minimum Education Level Required:

**Overall Related Experience Level
Required:**

**Additional Education and/or
Experience Essential to the
Position:**

Required Licenses/Certifications:

ADA and OSHA

Essential Functions:

Description and Frequency of Physical Effort:

Does this job require handling of or exposure to human bodily fluids or other potentially infectious materials?

 Yes No

Does this job require work with laboratory chemicals, chemical carcinogens, or other hazardous materials?

 Yes No

Does this job require handling of, contact with, or exposure to research animals?

 Yes No