

VILLANOVA UNIVERSITY

Position Description

PART I: JOB INFORMATION

Position Title:

Reports To:

Grade:

Department:

Status: FT

PT

Exempt

Nonexempt

Date Drafted:

Date Approved:

Approved By:

PART II: POSITION SUMMARY:

Titles of Positions Supervised:

PART III: ESSENTIAL JOB FUNCTIONS (Basic/Critical Responsibilities/Duties)

**% of
Time**

% 1.

% 2.

% 3.

% 4.

% 5.

% 6.

PART IV: NONESSENTIAL JOB FUNCTIONS (Less Critical Duties etc.)

% 1.

% 2.

% 3.

% 4. Perform additional duties and assist with special projects as assigned.

100 %

PARTS III and IV COMBINED MUST EQUAL = 100%

PART V: POSITION SPECIFICATIONS

- 1) **Formal Education:** (e.g., degree)

- 2) **Specific Job Knowledge:** (e.g., knowledge of principles and procedures related to field and area)

- 3) **Minimum Work Experience:** (type and number of years)

- 4) **Work Skills:** (e.g., written and verbal communication skills)

- 5) **Equipment Knowledge:**

- 6) **Working Conditions/Environment:** (conditions, if known, which may impact the incumbent working in this position)
 - a.) **Tools, machinery and equipment used:**
 - b.) **Environmental conditions:** (any unusual/adverse conditions such as exposure to chemicals, noise, illumination, air quality, weather exposure etc.)
 - c.) **Physical requirements:** (items such as lifting, pushing, pulling, standing or sitting for extended periods of time, manual dexterity, walking etc.)

This position description outlines the general nature and level of work assigned to individuals who function in this job. This description is not exhaustive; other duties and responsibilities may be assigned. Staff employees are vital to the mission of the University. Accordingly, Villanova confidently expects that all employees will so comport themselves as to assure the continuance and enhancement of the University's high purpose, traditions and community ideals.
