

ELON UNIVERSITY

POSITION TITLE:

DEPARTMENT:

REPORTS TO: *Provide the title of the position*

GENERAL PURPOSE OF POSITION

Provide a brief, high-level overview of the position.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Major Responsibilities/Activities (List in order of importance the essential functions of the job; describe what must be accomplished, not how it must be done; include supervision or management responsibilities, quality and quantity standards, physical, mental and perceptual functions of the job.)

Last responsibility should be "Other duties as needed or required."

DOES THIS POSITION REQUIRE DRIVING FOR THE UNIVERSITY?

(yes or no)

EDUCATION AND EXPERIENCE

Statements regarding minimum educational and experience qualifications, required proficiencies with specialized knowledge, computer proficiencies, military service, required certifications, etc.

ADDITIONAL INFORMATION

Include information such as licenses, certifications or other information which may be helpful.