

# JOB DESCRIPTION / JOB POSTING TEMPLATE

**Position Title:**

**Department:**

**Location:**

**Supervisor Name:**

**Phone:**

**Email:**

**Purpose:**

**Job Duties / Responsibilities Summary:**

**Qualifications / Skills:**

**Preferred Majors:**

---

**RATE OF PAY:**

**LENGTH OF EMPLOYMENT (BEGINNING & END DATES):**

Beginning:

End:

---

**Physical Requirements Check-Off Form**

Please only indicate the physical abilities that are directly related to the essential functions of the job. (Caution: Make sure you are not setting different requirements than for similar workers already employed.)

<b>Physical Activity Required</b>	<b>Amount of Time</b>
Standing	
Walking	
Sitting	
Kneeling	
Bending or Crouching	
Reaching or stretching	
Climbing or balancing	
Crawling	
Lifting/exerting force of:	
Up to 10 pounds	
Up to 25 pounds	
Up to 50 pounds	
Up to 100 pounds	
Over 100 pounds	
Other:	