

Job Description for Non-Faculty Positions

1. JOB DETAILS		
Job Title:		
Reports to:		
Area:		
Department:		
Grade:		
Prepared / Revised on :		
2. JOB PURPOSE		
3. DIMENSIONS		
Number of Staff Supervised	Direct Reports:	
	Total Team Size:	
Financial Accountability (Annual)		
4. KEY ACCOUNTABILITIES		
Description		
5. COMMUNICATIONS AND WORKING RELATIONSHIPS		
Internal:	External:	
6. QUALIFICATIONS, EXPERIENCE AND SKILLS		
Required Qualifications:		
Preferred Qualifications:		
Required Experience:		
Preferred Experience:		
Required Job-Specific Knowledge and Skills:		
7. APPROVALS:		
Line Manager		
Title:	Signature:	Date:
Human Resources		
Title:	Signature:	Date: