

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.)

Physical Activity Required	Amount of Time
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:	