

**CEDARVILLE UNIVERSITY  
JOB DESCRIPTION OUTLINE**

**ATTENTION: This outline should be used as a guide in job description development.**

**POSITION TITLE:**

**DEPARTMENT:**

**DIVISION:**

**POSITION REPORTS TO:**

**POSITIONS THAT REPORT TO THIS POSITION: (If applicable)**

**FLSA STATUS: (Regular Full-Time/Part-Time) (Non-exempt or Exempt)**

**POSITION SUMMARY DESCRIPTION:**

(A brief paragraph of the general purpose for the position.)

**ESSENTIAL FUNCTIONS (*RESPONSIBILITIES*) OF THE POSITION:**

(These functions are the primary job duties that a qualified individual must be able to perform, either with or without accommodation.)

**NON-ESSENTIAL FUNCTIONS:**

(The duties listed here are important, but are not considered essential to the position.)

**QUALIFICATIONS:**

(This section should address education, experience, analytical ability, software usage, etc...)

**REQUIRED MENTAL/PHYSICAL ABILITIES:**

(Requirements should relate to the essential functions and location of the position. For example, if the person is required to present oral presentations, you may list “must be able to speak to a group of people for a period of up to one hour” as a physical requirement.)

**RELATED ADA NOTE:** IF AN EMPLOYMENT DECISION IS CHALLENGED UNDER EMPLOYMENT DISCRIMINATION LAWS, SUCH AS THE ADA, YOU MAY BE REQUIRED TO DEMONSTRATE THAT THE REQUIREMENT IS JOB RELATED AND CONSISTENT WITH BUSINESS NECESSITY. THEREFORE, INCLUDE ONLY THOSE QUALIFICATIONS YOU CAN DEFEND. LINK THE QUALIFICATIONS TO ONE OR MORE OF THE JOB’S ESSENTIAL DUTIES.

**ENVIRONMENTAL CONSIDERATIONS:**

(Conditions that are not related to standard office environment should be listed here. Examples may include such considerations as: exposure to chemicals for custodial staff, exposure to extreme heat and/or extreme cold for grounds staff, etc...)

**REQUIRED SIGNATURES:**

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources

\_\_\_\_\_  
Date

**ANY TIME YOU REVIEW AND/OR MODIFY THE POSITION DESCRIPTION, PLEASE SEND A COPY TO THE HUMAN RESOURCES DEPARTMENT.**