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JOB DESCRIPTION TEMPLATE

*ATTENTION: Template should be used as a guide for the development of a job description.*

POSITION TITLE:

DEPARTMENT:

DIVISION:

POSITION REPORTS TO:

POSITIONS THAT REPORT TO THIS POSITION: (If applicable)

EMPLOYEE CLASSIFICATION: (Faculty/Staff), (Non-exempt/Exempt), (Full-Time/Part-Time), (12month/2080), (11month/1920), (10month/1760), (9month/1560)

**UNIVERSITY DOCTRINAL POSITION:**

All job applicants should be aware that Cedarville University is a private religious employer which holds specific doctrinal positions. All employees of Cedarville University must be in full agreement with the doctrinal positions of the University and agree to live by workplace lifestyle standards. The University reserves the right to refuse or discontinue employment to any individual who does not agree with the doctrinal positions of the University or abide by the General Workplace Standards and Community Covenant. Employees are to meet the general hiring expectations of a personal relationship with Jesus Christ. Employees are further expected to maintain membership and service in a local church of like faith and practice to the University's doctrinal positions, consistent with the University's Church Membership Expectations.

POSITION SUMMARY DESCRIPTION:

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

ESSENTIAL FUNCTIONS OF THE POSITION:

(These functions are the primary job responsibilities and 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:**

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Supervisor Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

University Human Resources Representative Date

**Any time you review and/or modify** the position **description, please send to University Human Resources for Final Review.**

**Cedarville University is an Equal Opportunity Employer.**