

# University of Puget Sound

## Job Description

**CURRENT FOR YEAR:**

**JOB TITLE:**

**OFFICE/DEPARTMENT:**

**DIVISION:**

**DATE REVISED:**

**SUPERVISOR:**

**DEPARTMENT HEAD:**

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### **Position Description:**

(3-4 sentences that describe why the job exists.)

### **Essential Job Functions and Responsibilities:**

(List the primary tasks, duties and responsibilities, not all duties. If the responsibility represents less than 5% of the job, do not list.)

- List in bullet form
- List in bullet form
- List in bullet form
- Add more bullets as necessary

### **Supervisory Responsibilities:**

### **Budget Responsibilities:**

### **Minimum Requirements (candidates must possess these requirements in order to be hired into this position):**

Candidates must be able to explain and/or demonstrate that they possess the knowledge, skills, and abilities to safely perform the essential functions of the job, with or without reasonable accommodation.

(List the minimum requirements necessary for an individual to be successful in this position. Include education, work experience, knowledge, skills and abilities. If there are physical duties, include what they are as specifically as possible based on validated information—*i.e.*: *lift up to 50 pounds.*)

- List in bullet form
- List in bullet form
- List in bullet form
- [To be included in all descriptions qualifications section: Ability to respectfully work, communicate and provide leadership within a diverse campus community]
- Add more bullets as necessary

### **University Diversity Statement:**

#### **We Acknowledge**

The richness of commonalities and differences we share as a University community; the intrinsic worth of all who work and study here; and that education is enhanced by investigation of and reflection upon multiple perspectives.

**We Aspire**

To create respect for and appreciation of all persons as a key characteristic of our campus community; to increase the diversity of all parts of our University community through commitment to diversity in our recruitment and retention efforts; and to foster a spirit of openness to active engagement among all members of our campus community.

**We Act**

To achieve an environment that welcomes and supports diversity; to ensure full educational opportunity for all who teach and learn here; and to prepare effectively citizen-leaders for a pluralistic world.

**This Position:**

- Requires a degree, specific licensure/certification, or other credentials  
Degree/credential required:
- Requires the use/operation of a personal, rented, or university vehicle to conduct university business on a regular basis