## POSITION DESCRIPTION

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<th>Title</th>
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<td>Department</td>
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<td>Supervisor</td>
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<td>Salary Grade</td>
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<td>FLSA (Exempt / Non-exempt)</td>
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### Position Summary

Defines the purpose of the job and summarizes the duties and responsibilities of the position.

### Essential Responsibilities

Describe the essential tasks, duties and responsibilities of the position.

### Additional Responsibilities

Describes the secondary tasks, nonessential duties and responsibilities of the position:

- Other job related duties as assigned

### Core Competency

- Commitment to Swarthmore Values
- Collaboration / Team Orientation
- Adaptability / Flexibility
- Job Skills and Functional Knowledge

### Supervisory Responsibilities

Describe the number, type and titles of employees supervised:

- Example: 2 full-time Administrative Assistants
- 1 part-time Researcher
Qualifications

Required

- Education required
- Experience required
- License/Certification required
- Other skills required

Preferred

- Education preferred above and beyond what it required
- Experience preferred above and beyond what it required
- License/Certification preferred above and beyond what it required
- Other skills preferred above and beyond what it required

Physical Demands

Describe the type, intensity (how much), frequency (how often), and duration (how long) of physical demands or mental capabilities required by this position. This component is important and key for compliance with the Americans with Disabilities Act (ADA).

Examples: Must be able to remain in a stationary position 50% of the time, frequently moves equipment or boxes weighing up to 50 pounds across campus for various classrooms and event’s needs.

Working Conditions/Environment

Describes irregular or unusual work schedules and any conditions of the physical environment that an employee may find unpleasant or hazardous.

Examples: must be able to work in extreme hot and extreme cold conditions; required to travel monthly to sites; must be available to be on-call one weekend per month, etc.

Department Approval (See Notes Below)  Human Resources Approval:

________________________  __________  ______________________  __________
Manager Signature          Date        Human Resource Signature    Date

Disclaimer:

Note an electronic approval from the manager on email of the final position description can serve as proxy for an actual signature.

Please do not alter the format (font, headings, etc.) of this document.