

UNIVERSITY OF ST. THOMAS

JOB PROFILE

Date: _____

CURRENT POSITION INFORMATION	
Position Title	Position Number
Person Completing - Name and Phone #	Department

SUMMARY OF POSITION (Brief statement describing the nature and purpose of the job.)
<p>Does this position require that the employee live on campus? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>

ESSENTIAL FUNCTIONS (Limit to 8 tasks or less) (Broad statements describing major job responsibilities.)	FREQUENCY %
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	

Total 100%

MINIMUM QUALIFICATIONS (Please state the minimum requirements necessary to perform this job.)

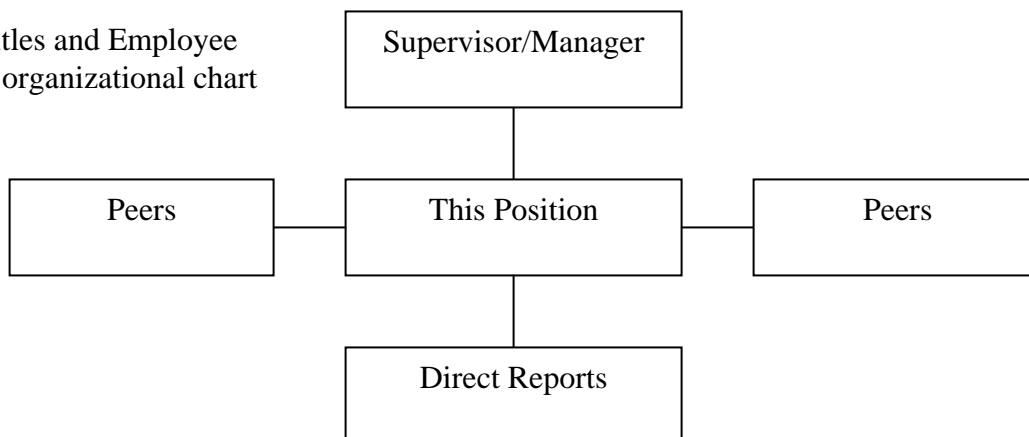
EDUCATION/EXPERIENCE:

SPECIAL SKILLS/KNOWLEDGE/ABILITIES

PHYSICAL REQUIREMENTS

ORGANIZATIONAL INFORMATION

Provide Job Titles and Employee Names for the organizational chart



SUPERVISORY INFORMATION

If this position requires Supervision of other employees, please check the items below that best describe these duties. To check the appropriate box - double click in front of the box. This will bring up a box that allows you to check or uncheck the box.

- Assign work, give directions, answer questions
- Discharge Employees
- Hire Employees
- Conduct performance evaluations/reviews
- Discipline Employees
- Orient New Employees
- Other: (please describe) _____ # of employees supervised: _____

ADDITIONAL INFORMATION