

**FISK UNIVERSITY**  
**Job Description Form**

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**Position Title:**

**Department:**

**Reports To:**

**FLSA Designation:**

**Bargaining Unit Position:**

**Date Written/Revised:**

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**POSITION SUMMARY**

Provide a short concise summary of the position.

**ESSENTIAL FUNCTIONS**

Below list the main essential functions of the position as well as provide a detailed description of each function/responsibility.

List job responsibilities/functions here:

**SECONDARY FUNCTIONS**

If this position is required to perform any additional secondary responsibilities, please list them here:

**ORGANIZATIONAL RESPONSIBILITY**

Indicate the departments and/or positions that fall under this position's responsibility (attach an organizational chart, if available)

**SPECIFIC JOB KNOWLEDGE, SKILLS AND ABILITIES**

**QUALIFICATIONS**

Education:

Experience:

Licenses or Certificates:

## PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to handle or feel; reach with hands and arms; talk and hear. The employee may regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

## WORK ENVIRONMENT

Normal office conditions. The noise level in the work environment is usually moderate.

This job description is not an exclusive or exhaustive list of all job functions that an employee in this position may be asked to perform from time to time.