An AA/EEO Employer

**Job Description**

**Job Title:**

**Department:**

**EEO Code:** (Please leave blank)

**Grade:**

**FLSA:**

**Date of Submission:**

**Title Position Reports To:**

**JOB SUMMARY: (Purpose and scope of job; should be 2-3 sentences)**

**RESPONSIBILITIES & DUTIES:**

**REQUIREMENTS: (Knowledge, skills and abilities)**

**Physical requirements: (If any)**

**EDUCATIONAL/EXPERIENCE REQUIREMENTS:**

**POSITION(S) SUPERVISED:**

|  |
| --- |
| **Approvals**  **Manager:**  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Office of Human Resources:**  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Adelphi University is an employment-at-will employer. Nothing contained herein should be understood or construed to constitute a condition or contract of employment. The information set forth above indicated the general nature and level of work expected to be performed by employees within this classification. This description, therefore, is not intended to be exhaustive since it may be altered from time to time, subject to the changing needs of Adelphi University, with or without notice. |