THE TEXAS A&M UNIVERSITY SYSTEM OFFICES
POSITION DESCRIPTION

The information provided on this form will represent the Position Description (Position Restrictions) within Workday. This form should be completed for any edits to the duties and responsibilities or when creating a new position. Information to assist with completion of this form may be found on the Job Profile within Workday. Contact HR for assistance.

Job Title:	
Job Code:	
Exempt Status:	
Manager:	Supervision of Others: ☐ Yes/No ☐
Effective Date:	

Job Summary (Please summarize in three or four sentences the general purpose, scope and responsibilities of this position.)

Minimum Qualifications

Education:

Experience:

Knowledge/Skills/Abilities:

Licensing/Professional Certification:

Other Requirements - (e.g. travel, work outside of normal office hours, etc.)

Physical Requirements: Physical Requirements (If applicable, the physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

Preferred Qualifications:

Essential Duties and Responsibilities (Please list the major duties, responsibilities, and authorities of this position which are essential to the position and would be expected to be performed by any incumbent, with or without the assistance of a reasonable accommodation. This document is not intended to be a complete list of all tasks and functions. Other duties may be assigned.)