

MARYWOOD UNIVERSITY
SCRANTON, PENNSYLVANIA 18509
JOB DESCRIPTION FORM

Area _____	Hours Worked:
Department _____	Days per Week (Please check) Su Mon Tu Wed Th Fr Sa
Job Title _____	Hours per Day: From _____ To _____
Responsible to _____	Length of Meal Period _____
_____	Note any Mandatory Overtime or Evening Work/Predictable Periods of Extra Work
Supervises _____	_____
_____	Total Hours/Week _____ Total Weeks/Year _____

GENERAL SUMMARY OF DUTIES: _____

EDUCATIONAL EXPERIENCE REQUIREMENTS: _____

WORK EXPERIENCE REQUIREMENTS: _____

SPECIAL QUALIFICATIONS/SKILLS REQUIREMENTS (Driver's License, Licensing Requirements): _____

CHARACTERISTIC DUTIES AND RESPONSIBILITIES OF JOB:

A. ESSENTIAL ELEMENTS: _____

B. OTHER ELEMENTS: _____

PHYSICAL DEMANDS (Walk/sit/stand/reach/travel, etc.):_____

SAFETY ISSUES/WORKING CONDITIONS (Any requirements - steel-toed shoes, work in confined spaces, heights, elements):_____

I HAVE READ AND FULLY UNDERSTAND THE RESPONSIBILITIES OF THE POSITION FOR WHICH I HAVE BEEN EMPLOYED BY MARYWOOD UNIVERSITY.

EMPLOYEE'S SIGNATURE_____ DATE:_____

REVIEWED BY SUPERVISOR_____ DATE:_____

HUMAN RESOURCES_____ DATE:_____

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