

**UNIVERSITY OF South Carolina
JOB DESCRIPTION**

EMPLOYEE NAME:		EMPLOYEE ID:	Campus:
Class Code:	Slot:	County:	SOC Code:
Supervisor Class/Class Code/Slot:	Approved Class Title:	FLSA: Exempt	Position Number:
State Funding: 100%	Federal Funding: 0	Other Funding:	
Full Time/ Part Time: FT PT	Hours/Week : 37.50	Base # OF Hours: 2080	
Job Purpose:			

Essential/Non-Essential Functions:

Order of Importance	Essential Task?	Functionality	Job Duty	Frequency	Percent of Time
1	Yes			Daily	15
2	Yes			Daily	15
3	Yes			Daily	15
4	Yes			Weekly	10
5	Yes			As needed	10
6	Yes			Daily	10
7	Yes			Monthly	10
8	Yes			Monthly	5
9	Yes			Quarterly	5
10	Yes		Other duties as required.	Daily	5

Supervisory Responsibilities:
Additional Qualifications:
Minimum Qualifications (Classified Positions):
Minimum Qualifications (Unclassified Positions Only):
Preferred Qualifications
Knowledge/Skills/Expertise Required:.
Mental Demands Required:
Additional Mental Demands:

Physical Demands Required:

Physical Elements Exposed to:

Additional Physical Demands:

Ability to lift up to xx lbs

Please Select Any and All Equipment Needed to Perform the Duties

Computer and Peripheral Equipment

Copier

Telephone

Calculator

Fax

Scanner

List Any and All Additional Equipment Needed to Perform the Tasks:

Describe the guidelines and supervision an employee receives in order to do this job, including the employee's independence and discretion:

Supervisor's comments:

Incumbent's Signature

Supervisor's Signature

Other Required Signature

Date

Date

Date

The University of South Carolina does not discriminate on the basis of race, sex, gender, age, color, religion, national origin, disability, sexual orientation, genetics, and veteran status.