



Prairie View A&M University

Job Description

| | | | |
|----------------------------|------------------|------------------------|------------------------------|
| Position Title | | Employment Type | |
| College / Division | | Department | |
| Reports to: (title) | | Date | Date of Last Revision |
| Title Code | Pay Grade | FLSA Status | EEO Code |

JOB SUMMARY

| MAJOR DUTIES & RESPONSIBILITIES | | | |
|--|--|-------------------------------------|------------------------|
| | List most important duties first | Essential Function | Percentage (%) of time |
| 1. | | <input checked="" type="checkbox"/> | |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| 5. | | | |
| 6. | | | |
| 7. | | | |
| 8. | | | |
| 9. | | | |
| 10. | Performs other job-related duties as assigned. | | |



Prairie View A&M University

Job Description

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|--|
| EDUCATION |
| WORK EXPERIENCE |
| TYPE OF SKILL AND/OR REQUIRED LICENSING/CERTIFICATION |
| LEADERSHIP/SUPERVISORY RESPONSIBILITIES |
| WORK COMPLEXITY/BUDGET AUTHORITY |
| INDEPENDENT JUDGMENT/DECISION MAKING/PROBLEM SOLVING SKILLS |
| PERSONAL/ORGANIZATIONAL CONTACTS |
| CUSTOMER SERVICE RELATIONSHIPS |
| WORKING/ENVIRONMENTAL CONDITIONS |

APPROVALS

Employee Signature

Date

Immediate Supervisor Signature

Title

Date

Dean, Dept. Head or Director Signature

Title

Date

HUMAN RESOURCES DEPARTMENT

Human Resources Representative

Date

Human Resources Director

Date