

JOB DESCRIPTION

Departmental Job Title: <Title used by Department>

UHRM Job Title: <Title used by UHRM>

UHRM Job Code: <Job Code decided by UHRM>

Salary Grade: <Grade determined by UHRM>

**Division/Department
Number and Name:** <Division/Department/Unit Number and Name>

Reports to: <Immediate Supervisor's Title>

Direct Reports: <Subordinates' Titles>

General Summary:

<Position Summary>

Essential Functions:

< % Task Statements>

Other Functions:

< % Task Statements>

Qualifications:

<Required or Preferred Education, Certifications, Experience, Knowledge, Skills, and Abilities>

Mental and Physical Demands:

<Mental and Physical Demands>

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this job.
This is not an exhaustive list of all duties and responsibilities associated with this position.

Signatures:

Employee's Signature

Date

Immediate Supervisor's Signature

Date

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Last Updated: <Date>