



The University of South Carolina
Position Description



Job Purpose:

Essential Functions:

Percentage
of time

Non-Essential Functions (Marginal):

Supervisory Responsibilities:

Knowledge/ Skills/ Expertise Required:

Mental Demands Required:

Physical Demands Required:

List Any and All 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:

Signatures:
The above description is an accurate and complete description of my job.
_____ (Incumbent's Signature)
_____ Date
_____ (Supervisor's Signature)
_____ Date
_____ (Other Required Signature)
_____ Date

The University of South Carolina provides affirmative action and equal opportunity in education and employment for all qualified persons. USC does not discriminate on the basis of race, color, religion, sex, sexual orientation, national origin, age, disability or veteran status.

This area for Human Resource Management use:		
Agency Name University of South Carolina	Division/Section/ Unit	Class Code Agency Slot
Campus _____	City/ County _____	_____ Open Date Action
Incumbent's Name _____	Code _____	Approved Class Title _____
Current Class/ Class Code/ Slot _____	Supervisor Class/ Class Code/ Slot _____	Approval Date FLSA
Position Number _____	Position Status _____	_____
Source of Funding		Agency Fields
State _____ Federal _____ Other _____	(317) _____ (771) _____	_____
F/P _____ Hours/Week _____	Base/ Hours _____	Temporary Position

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Additional Comments