**Job Description**

**Title:**

**Classification:** [Indicate exempt or nonexempt.]

**Salary Group/Steps/Unclassified: {**Insert applicable information.]

**Reports to:** [Insert manager's title.]

**Date:** [Indicate date of Job Description creation or review.]

**JOB DESCRIPTION:**

**Essential Functions:**

**Competencies:**

**Supervisory Responsibility (If Applicable):**

**Work Environment:** This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

**Physical Demands:**

**Position Type/Expected Hours of Work:** This is a full-time position. Days and hours of work are Monday through Friday, 8: a.m. to 5 p.m. This position regularly requires long hours and weekend work.

**Travel:** Travel is primarily local during the business day, although some out-of-area and overnight travel is to be expected.

**Required Education and Experience:** [Indicate education based on requirements that are job-related and consistent with business necessity. See example below.]

1. Bachelor’s degree, etc

**Additional Eligibility Qualifications:**

**Work Authorization/Security Clearance (if applicable):** [This section lists visa requirements, H1-B sponsorship, special clearances, etc. If applicable, insert information regarding government contracts or special requirements.]

**AAP/EEO Statement:**  With respect to the employment and promotion of both teaching and non-teaching personnel, it is the policy of Southwest Texas Junior College not to discriminate either in favor of or against any persons on the basis of race, color, religion, national origin, sex, age, disability, or veteran status.

**Other Duties:** Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**Signatures:** This job description has been approved by all levels of management:

Manager\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

HR\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_