



LAMAR UNIVERSITY

MEMBER THE TEXAS STATE UNIVERSITY SYSTEM™

Job Title:			
Department:		Job Category:	FOR HR USE ONLY
FLSA Status:	FOR HR USE ONLY	Pos Class (Job Code)	FOR HR USE ONLY
Pay Grade:	FOR HR USE ONLY	Emp Class Desc:	FOR HR USE ONLY
Reports To (Position No):		ECLS:	FOR HR USE ONLY
Reports To Job Title:		Position No:	
Supervises:		
Job Description Date Created:		Review Date:	
Security Sensitive:	This position is security-sensitive and thereby subject to the provisions of the Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information.		
Minimum Education Required:			
Required Qualifications:	•		
Desired Qualifications:	•		
Key Competencies: (KSAs - Knowledge Skills and Abilities)			
Physical Requirements:	Able to lift 25 lbs and be able to perform a variety of physical tasks including lifting, bending, stooping, squatting, stair climbing and walking between buildings.		
Job Conditions:			
Lamar's Expectation of Quality:	Employee will support the mission of Lamar by providing high-quality, professional services, timely responses, and solutions to customer requests.		
Job Summary:			
Essential Job Functions (Order from most to least performed duties. Percentage of time allocation should equal 100%)			ALLOCATION %
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		



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10.

Other duties may be assigned to this position on a regular or occasional basis to respond to the needs of the university.

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. But, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities, or working conditions associated with the position. This description is subject to modification as the needs and requirements of the position change.

Lamar University reserves the right to revise, change or eliminate this job description at any time.

This Job Description is not intended to be a contract of employment or a legal document. Your employment with Lamar University is a voluntary one and is subject to termination by you or Lamar University at will, with or without cause, and with or without notice, at any time. Nothing in this Job Description shall be interpreted to conflict with or to eliminate or modify in any way the employment-at-will status of Lamar University employees.

Employee Review:

Initials	Acknowledgment Statements			
	I have reviewed this job description and understand the requirements and responsibilities of the position.			
	I am able to perform all of the job functions with or without accommodation.			
	I understand that this job description may be modified at any time without notice.			
	I understand that other duties may be assigned due to the needs of the University.			
Employee Signature:	<table border="1"><tr><td></td><td>Date:</td><td></td></tr></table>		Date:	
	Date:			