

**Job Title:** Title  
**Department:** Department  
**Reports to:** Reports to position name  
**Supervises:** Yes/No  
**Grade/FLSA:** XXX/Exempt/Non-Exempt  
**Job Code:** XXXX  
**Job Group:** Academic  
**Essential:** Yes/No  
**Revision Date:** 6/4/2024

**JOB SUMMARY:**

Enter as paragraph here.

**MAJOR RESPONSIBILITIES / DUTIES / CRITICAL TASKS:**

Enter as individual lines here.

**ACCOMPANYING KNOWLEDGE, SKILLS, ABILITIES AND COMPETENCIES:**

Enter as individual lines here.

**REQUIRED EDUCATION / EXPERIENCE:**

Enter as individual lines here.

**REQUIRED CERTIFICATIONS / LICENSES:**

Enter as individual lines here.

**WORKING ENVIRONMENT:**

Indicate whether this is a clinical or office environment.

Physical Requirements	(Percent of time)
Lift, Push, Pull – Things/Objects up to 75lbs:	0%
Bending/Stooping:	0%
Gripping/Pinching (forceful/repetitive):	0%
Kneeling/Squatting:	0%
Reaching Forward:	0%
Reaching Overhead:	0%
Typing/Computer Use:	0%

<b>Climbing, Crawling, Digging:</b>	0%
<b>Driving Car or Truck:</b>	0%
<b>Operating Heavy Equipment or Tools:</b>	0%
<b>Working at Heights:</b>	0%
<b>Walking:</b>	0%
<b>Sitting:</b>	0%
<b>Standing:</b>	0%

**SUPERVISION OF OTHERS:**

Enter as individual lines here.

**OTHER:**

(This position is considered “**Non-Essential**” and assigned to an employee whose presence is not essential during a declared emergency status, but who cannot leave until released by supervisor and must return to work as usual under routine operations after the emergency status has ended.)

OR

(This position is considered “**Essential**” and assigned to an employee whose presence is essential during a declared emergency status, but who cannot leave until released by supervisor and must return to work as usual under routine operations after the emergency status has ended.)

Specific job requirements or physical location of some positions allocated to this classification, may render this position security sensitive, and thereby subject to the provisions of Section 51.215, Texas Education Code.

The above statements describe the level of work performed and expected in general terms. The statements are not intended to list all the responsibilities, duties, and/or skills required of employees so classified, and the content herein is subject to change due to the business needs of The University of Texas at Tyler, with or without notice. Furthermore, nothing in this job description shall be interpreted to be in conflict with or to eliminate or modify in any way the employment-at-will status of The University of Texas at Tyler staff.

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SIGNATURE OF EMPLOYEE

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SIGNATURE OF SUPERVISOR

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DATE SIGNED