

**JOB DESCRIPTION**

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| **JOB OVERVIEW** | |
| **POSITION TITLE/NUMBER** |  |
| **DIVISION/DEPARTMENT** |  |
| **REPORTS TO** |  |
| **EMPLOYMENT STATUS** |  |
| **EMPLOYMENT CLASSIFICATION (FLSA)** |  |
| **JOB LEVEL** |  |
| **JOB SUMMARY (Including Knowledge, Skills & Abilities)** | **Knowledge, Skills and Abilities** |
| **POSITION DETAILS** | |
| **Essential Functions** |  |
| **Other Duties** | Other related duties, as assigned |
| **QUALIFICATIONS** | |
| **Minimum Education** |  |
| **Minimum Experience** |  |
| **Licenses/Certifications** |  |
| **Physical Requirements** | * Ability to sit at a work station for extended periods * Occasional ability to lift, carry and put away items weighing up to 25 pounds * Normal physical mobility, which includes movement from place to place on the job, taking distance and speed into account * Normal physical agility, which includes ability to maneuver body while in place * Normal physical strength to handle routine office materials and tools * Normal dexterity of hands and fingers * Normal coordination, including eye-hand, hand-foot * Normal endurance |
| **Acknowledgment** | I have received, reviewed, and fully understand the aforementioned job description for the stated job title. I further understand that I am responsible for the satisfactory execution of the essential functions described herein, under any and all conditions described.  Employee Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Printed Name  Employee Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Employee Signature  Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Alcorn State University is an Equal Opportunity Employer**

*The functions, qualifications, knowledge, skills, and physical requirements listed in this job description represent the essential functions of the job, which the incumbent must be able to perform either with or without reasonable accommodation. The Job Functions listed do not necessarily include all activities that the individual may perform.*