MOLLOY COLLEGE  JOB DESCRIPTION TEMPLATE

POSITION TITLE: 
DEPARTMENT: 
SUPERVISOR: 

GENERAL PURPOSE: General sentence of the main purpose of the job.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Other duties as assigned

PERIPHERAL DUTIES

Such as: Attend seminars when needed.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience
Necessary Knowledge, Skills and Abilities:

SUPERVISION RECEIVED

Such as: Works under the general supervision of the Finance Officer.

SUPERVISION EXERCISED

None.

RESPONSIBILITY FOR PUBLIC CONTACT

Such as: Daily contact requiring courtesy, discretion, and sound judgment.

LICENSES AND CERTIFICATIONS If appropriate

TOOLS AND EQUIPMENT USED

Such as: Personal computer, including spreadsheet and word processing software; mainframe computer terminal including financial and payroll software; telephone; 10-key calculator; typewriter; copy machine; and fax machine.
PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Such as: While performing the duties of this job, the employee is frequently required to sit, talk and hear. The employee is occasionally required to walk; use hands and fingers to operate, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderately quiet.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.