

**Job Title:**

**Department:**

**Reports to:**

**Summary:**

*Please complete this field last. Summarize in a few sentences the primary purpose and responsibility of the job. Your response should answer the question: Why does this job exist?*

**Essential Functions:**

***Major Tasks and Responsibilities***

*Please list all major duties of the job in this section. The Americans with Disabilities Act Amendments Act requires employers to differentiate between the* ***Essential*** *and* ***Other Functions*** *of a job. Please think in terms of observable tasks. Try to begin each one with an action verb (i.e. administers, analyzes, conducts, monitors, trains, etc.). Additional minor duties may be performed which do not need to be mentioned in this section.*

*Essential functions should meet the requirements described below and be listed in order of importance and time required.*

***A job function may be considered Essential for any reason below:***

1. *The reason the position exists is to perform that function;*
2. *The limited number of employees available to do that job function; and/or*
3. *The job function requires highly specialized expertise or ability.*

**Other Functions:**

*Other functions are those major tasks and responsibilities that do not meet the essential function definition but should be listed in order of importance and time required.*

**Required Education, Knowledge, Skills, Abilities:**

*The items listed below are representative of the education, knowledge, skills, abilities, and other characteristics required for this job. This would be the place to include the minimum level of education, degrees required (if any), relevant work experience, credentials, licenses, certifications, special skills, and physical requirements.*

**Preferred Education, Knowledge, Skills, Abilities:**

*Please list any desired abilities, skills, or competencies. These are considered preferred qualities but are not required. (i.e. proficiency in Spanish, ability to learn quickly, etc.)*

**Accountabilities:**

*Please list any jobs that report to this job.*

*Please list any budgetary responsibilities.*

*Please list authoritative responsibility.*

**Note:**

This position profile identifies the key responsibilities and expectations for performance. It cannot encompass all specific job tasks that an employee may be required to perform. Employees are required to follow any other job-related instructions and perform job-related duties as may be reasonably assigned by his/her supervisor.

***In order to provide a safe learning and living community, Wake Forest University conducts background investigations and drug screens for all final candidates being considered for employment.***

***Wake Forest seeks to recruit and retain a diverse workforce, and encourages qualified candidates across all group demographics to apply.***