



COLUMBUS STATE
U N I V E R S I T Y

JOB DESCRIPTION

JOB TITLE:

JOB CODE:

DEPARTMENT ASSIGNED:

FLSA:

This job description is to be used as a guide for accomplishing Columbus State University objectives and only covers the primary functions and responsibilities of the position. It is in no way to be construed as an all encompassing list of duties.

POSITION SUMMARY

SIGNIFICANT DUTIES AND RESPONSIBILITIES: (Please indicate the percentage (%) of time required to perform each task. The total percentage of time required to perform each task listed should equal 100%)

KNOWLEDGE SKILLS AND ABILITIES

MINIMUM EDUCATION AND EXPERIENCE

SUMMARY OF CHANGE (FOR RECLASSIFICATION REQUEST ONLY)

** Department head may attach additional duties with the approval of the Human Resources Department.*