**Hourly Staff Job Description**

Date:

Supervisor:

Department:

Hourly or Work-Study:

Working Title:

Position Number:

Number of Positions:

Specific hours required:

Summary of Duties [3-5 sentences]:

Minimum Qualifications [Education and experience]:

Preferred Qualifications [Education and experience]:

Knowledge, Skills, and Abilities:

**Responsibilities:**

**(Minimum of 2 duty areas)**

|  |  |  |  |
| --- | --- | --- | --- |
| ***% of Total Time*** | ***Duty Area*** | ***Is this an Essential Duty?*** | ***Responsibility/Duty (listed in order of importance)*** |
|  | 1 |  |  |
|  | 2 |  |  |
|  | 3 |  |  |
|  | 4 |  |  |

Job Profile: [LHRO will complete]

Wage rate: [LHRO will complete]