

Alfred University  
**POSITION DESCRIPTION FORM**

---

Position Number:

Title of Position:

Department/School:

Title of Supervisor:

---

**Part II: Position Summary –**

---

**Part III: Requirements: (To be completed by Supervisor)**

**Formal Education:**

**Experience:**

**Additional Knowledge/Skills:**

Essential Functions: With or without reasonable accommodations the incumbent must be able to read and write and speak the English language at a college level, be capable of performing sometimes complex mathematical calculations, statistical calculations and other higher mathematical operations, must be able to communicate with all levels of the institution in written and spoken form. **The individual must be able to work independently.** The ability to maintain regular and prompt attendance is essential to the successful performance of this position. Other essential functions may be required.

**Physical Environment:** Personal Protective Equipment must be worn when required. A respiratory function test and the ability to use respirators may be required. Stairs and uneven surfaces may be present; Artificial lifts, etc. may or may not be available. The position may require the incumbent to walk outdoors in all types of weather to other buildings or offices located on the campus. The Campus is located in an area that contains numerous hills and slopes and may not always be fully accessible for mobility impaired individuals.

---

**Part IV: Job Responsibilities**

**Other:**

- Maintains a safe working environment within and around their facilities and associated equipment and supplies including, but not limited to, obtaining Safety Data Sheet (SDS) information pertaining to any hazards associated with their work environment.
  - Safety: Participate in safety training and comply with safety rules, regulations, and protocols.
  - Perform additional duties and assist with special projects as assigned.
- 

This job description is an accurate reflection of the work performed by the position.

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employees Signature

\_\_\_\_\_  
Date