|  |  |
| --- | --- |
| **Job Title:** | Click here to enter text |
| **Department:** | Click here to enter text |
| **Reports To**: | Click here to enter text (please enter job title, not incumbent name) |
| **Jobs Reporting:** | Click here to enter text (please enter job titles, not incumbent names) |
| **Salary Grade:** | Click here to enter text |
| **Effective Date:** | Click here to enter text |

**Primary Purpose**

In paragraph format, provide a brief position summary including the results expected and why the job was created.

Key Accountabilities

|  |
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| **Heading 1**   * Start here |
| **Heading 2**   * Start here |
| **Heading 3**   * Start here |
| **Heading 4**   * Start here |
| **Heading 5**   * Start here |

*\*All employees of the University are expected to follow University and departmental health and safety policy, procedures and work practices at all times. Employees are also responsible for the completion of all health and safety training, as assigned. Employees with staff supervision and/or management responsibilities will ensure that assigned staff abide by the above, and actively identify, assess and correct health and safety hazards, as required.*

**Required Qualifications**

|  |
| --- |
| **Education**   * Start here |
| **Experience**   * Start here |
| **Knowledge/Skills/Abilities**   * Start here |

Nature and Scope

* **Contacts:** i.e. internal/external contacts, the nature of interactions
* **Level of Responsibility:** i.e. staff management, influence, leadership, coaching, direction
* **Decision-Making Authority:** i.e. types of decisions made/problems solved, escalation point
* **Physical and Sensory Demands**: i.e. distractions, attention to detail, lifting, carrying
* **Working Environment:** i.e. office based, laboratory, travel, deadlines, disruption to personal life, exposure to disagreeable situations