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| **Title:** |   |
| **Position Number:** |  |
| **Division:** |   |
| **Department:** |  |
| **Direct Report:** |   |
| **FLSA Status:** | Exempt |
| **Revised:** |   |

# Summary

# Duties and responsibilities

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# Required qualifications

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# Preferred qualifications

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# Normal working hours and conditions

University core business hours are generally 8:30 am – 5:00 pm. However this position will require work to be performed outside of normal business hours based on department operations.

# Physical requirements

Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other office locations and to verbally communicate to exchange information.

# About John Carroll University

John Carroll University is a private, coeducational, Jesuit Catholic university, founded in 1886, dedicated to developing women and men with the knowledge and character to lead and to serve. The University is located in University Heights, Ohio, an attractive residential suburb 10 miles east of downtown Cleveland. Academically, the University consists of the College of Arts and Sciences and the Boler College of Business, which both include graduate programs. The University offers 70 Academic Programs in the arts, social sciences, natural sciences, and business at the undergraduate level, and in select areas at the master’s level.

The University enrolls approximately 3,000 undergraduate students and 500 graduate students and has a student-to-faculty ratio of 13:1. John Carroll University is one of 27 Jesuit universities in the United States and has been listed in U.S. News & World Report magazine’s top 10 rankings of Midwest regional universities for more than 30 consecutive years.

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| **Approved by:** | Human Resources Department |
| **Date approved:** |   |