

## Texas Christian University Job Profile

**Date New Position Approved**

**Department** (name and number)

**Type of Funding** Regular \_\_\_\_\_ Grant \_\_\_\_\_ VIA \_\_\_\_\_

**Primary Contact** **Extension No.**

**Job Purpose** Why was this job created?

**Education**

Required (Note: Job profiles only list minimum required education, experience, and skills/knowledge and abilities that are necessary for the job. Preferred education, experience, and skills/knowledge and abilities can be included in job posting.)

**Experience**

Required

**Licensure/Certification**

Required (Examples Valid Texas driver's license; satisfactory results from a post-offer physical examination, professional certifications etc.)

**Skills/Knowledge/Abilities**

Required

**Supervision** (How many regular staff, exempt, nonexempt and/or students does this position directly supervise?)

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**Essential Job Results**

**% of Time** **Job Activities**

\_\_\_\_\_ (Identify the major job activities. Do not list activities that take less than 5% of the job time. List as many statements as needed to identify the major activities of the job.)

(Estimate time based on 100%, start with major activities first and look at the job on a weekly basis to help identify the percent of time spent on the different job activities.)