

**UNIVERSITY OF DAYTON
POSITION DESCRIPTION FORM**

IV. KNOWLEDGE, SKILLS, AND ABILITIES REQUIREMENTS:

List the minimum knowledge, skills, and abilities required to perform the duties of this position.
The space below is expandable.

Preferred: Demonstrated and successful experience working with people from diverse backgrounds. Knowledge of and sensitivity to a Catholic Marianist work environment.

V. REPORTING RELATIONSHIPS:

Titles Reporting to this Position:

Immediate Supervisor Title:

VI. PREPARED BY:

Employee's Name

Employee's Signature

Date

VII. APPROVED BY:

Supervisor's Name

Supervisor's Signature

Date

VIII. HUMAN RESOURCES APPROVAL:

Grade

Title

Signature

Title

Date