



School of UNDERGRADUATE STUDIES

UGS Job Posting

Proposed Title	
Job Code	
Work Hours Is this job over 135 days?	
Are you ready to recruit now?	
Background Check Account	
Start Date	
Reports To (Supervisor)	
Supervisor's UT EID	

FUNDING <i>To be completed by the Dean's Office.</i>	
Proposed minimum monthly	
Proposed maximum monthly	
Non-published max monthly	
Account Number	
Funding expected to continue?	Yes No

GENERAL NOTES

PURPOSE <i>Short position description; no more than 250 characters.</i>

FUNCTIONS With percent time for each—must equal 100%. At least two essential functions are required; you may add up to eight with 500 characters per function.

FUNCTION ONE

PERCENT

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FUNCTION TWO

PERCENT

--

FUNCTION THREE

PERCENT

--

FUNCTION FOUR

PERCENT

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FUNCTIONS With percent time for each—must equal 100%. At least two essential functions are required; you may add up to eight with 500 characters per function.

FUNCTION FIVE

PERCENT

FUNCTION SIX

PERCENT

FUNCTION SEVEN

PERCENT

FUNCTION EIGHT

PERCENT

SUPERVISORY INFORMATION

Students to supervise?

Yes

No

Staff to supervise?

Yes

No

REQUIRED QUALIFICATIONS *1200 character limit.*

PREFERRED QUALIFICATIONS *1200 character limit.*

OPTIONAL QUALIFYING QUESTIONS

If desired, attach on a separate sheet of paper up to six multiple-choice questions with up to four answers each. There is a 250-character limit per question.

WORKING CONDITIONS

Exposure to standard office conditions

Climbing of stairs

Lifting and moving

Use of manual dexterity

Repetitive use of keyboard at workstation

Work as a team member in shared office space

ADDITIONAL WORKING CONDITIONS *Optional*

JUSTIFICATION *1200 character limit.*

TEST REQUIREMENTS *Optional*

On File

Request score report from applicant

ADDITIONAL MATERIALS REQUESTED *Optional*

Letter of application

Three reference names with phone numbers and email addresses

Résumé or CV

Other: