**

POSITION DESCRIPTION

**TITLE:**

**CLASSIFICATION:**

**DEPARTMENT:**

**FLSA STATUS**:

**SYSTEM JOB TITLE**:

**SUPERVISION RECEIVED:**

**SUPERVISION EXCERCISED:**

**POSITION SUMMARY:**

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

**QUALIFICATIONS:**

### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those encountered while performing the essential functions of this job.

The individual is routinely exposed to indoor conditions, minimum outdoor weather and temperature extremes, and moderate noise level.

Pursuant to the ADA, Moravian University will provide reasonable services and accommodation(s) to employees with qualified disabilities in order to perform the essential functions of their employment, except when doing so would be unduly disruptive and/or result in undue hardship to the University. Accommodations are determined on a case-by-case basis through documentation review and an interactive interview process that includes the employee's supervisor. Requests for accommodation or questions about this process should be directed to Human Resources at hr@moravian.edu or 610.861.1527. View the [standard physical demands](https://www.moravian.edu/hr/physical-demands) for positions at Moravian University. If this position requires additional or different demands, a Human Resources team member will notify you.

***The specific statements shown in each section of this description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.***

Date of JD Creation or most recent edit