

**University *of* NORTH ALABAMA**

**Office of Human Resources**

**STAFF POSITION DESCRIPTION**

**Job Title:**

**Immediate Supervisor:**

**Department:**

**GENERAL DESCRIPTION:**

**ESSENTIAL JOB DUTIES:**

**ADDITIONAL DUTIES:**

**KNOWLEDGE, SKILLS, AND ABILITIES:**

**EDUCATION AND EXPERIENCE:**

**LICENSES, CERTIFICATIONS, OR REGISTRATIONS:**

None

*For the three sections below, please choose only those that apply. Please delete any options that do not apply. For questions or assistance, please email* [*employment@una.edu*](mailto:employment@una.edu)*.*

**ESSENTIAL PHYSICAL REQUIREMENTS: For each physical requirement that you choose below, you must choose an amount of time from these options – Under 1/3 of the time, Up to 1/3 of the time, Up to 2/3 of the time, or Over 2/3 of the time. Example: If you choose to include standing, the physical requirement below should state: Standing up to 1/3 of the time.**

* Standing
* Walking
* Sitting
* Using Hands
* Reaching with Hands/Arms
* Climbing/Balancing
* Stooping/Kneeling/Crouching/Crawling
* Talking/Hearing
* Tasting/Smelling
* Lifting up to 10 Pounds
* Lifting up to 25 Pounds
* Lifting up to 50 Pounds
* Lifting up to 100 Pounds
* Lifting more than 100 Pounds

**SPECIAL VISION REQUIREMENTS:**

* Unknown
* None
* Close Vision (Clear vision at 20 inches or less)
* Distance Vision (Clear vision at 20 feet or more)
* Color Vision (Ability to identify and distinguish colors)
* Peripheral Vision (Ability to observe an area that can be seen up/down or to the left/right when vision is fixed)
* Depth Perception (Three-Dimensional vision, Ability to judge distances and spatial relationships)
* Focus Adjustment (Ability to adjust the eye to bring an object into sharp focus

**ENVIRONMENTAL WORKING CONDITIONS:**

* Indoor Environment
* Outdoor Environment
* Noise
* Extreme Temperatures
* Vibration
* Moisture/Humidity
* Dust
* Fumes
* Gasses
* Poor Ventilation
* Electrical Hazards
* Mechanical Hazards
* Chemical Hazards
* Explosive Hazards
* Burn Hazards

***UNA is an equal opportunity employer committed to achieving excellence and strength through diversity. UNA seeks a wide range of applicants for its positions so that one of our core values, ethnic and cultural diversity, will be affirmed. UNA is a smoke-free campus.***