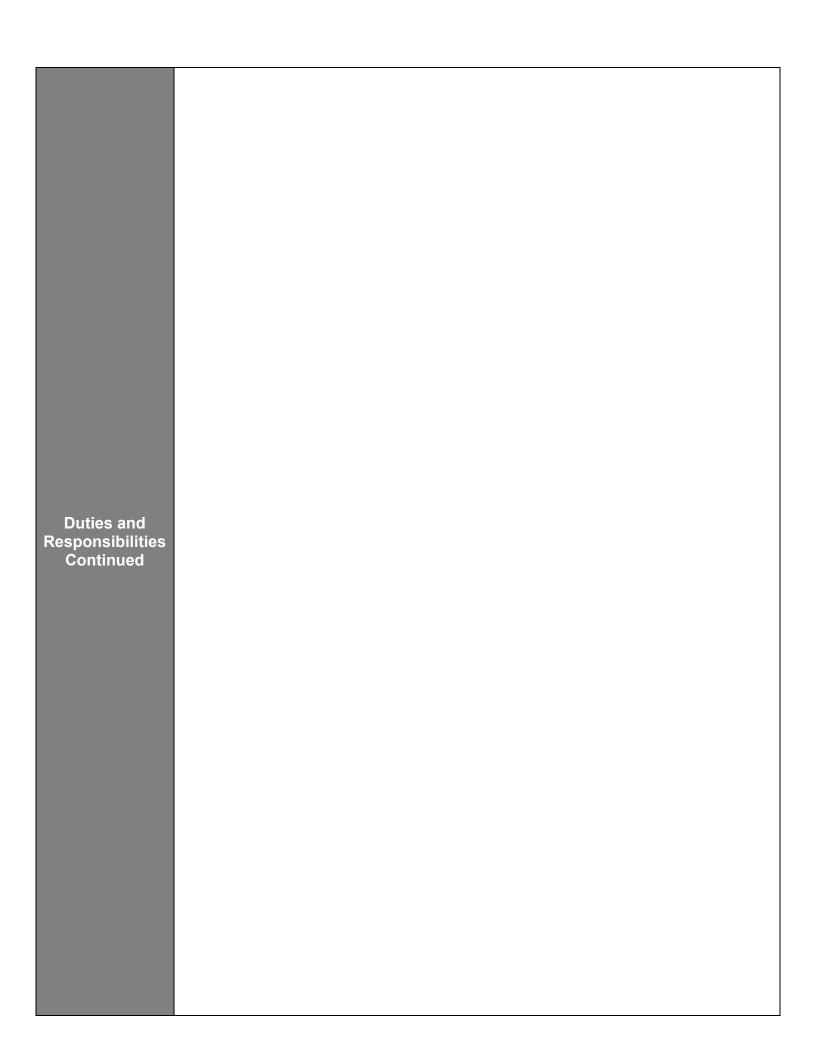


## The University of Texas at El Paso

Job Overview					
Job Title	FLSA Status				
Job Code	Creation Date				
Department	Revision Date				
	Position Details				
Purpose					
Duties and Responsibilities					



Physical Demands		Work Environment		
	Qualifica	tions		
Minimum Education Required		Minimum Experience Required		
Preferred Education Required		Preferred Experience Required		
Core Competencies				
Quality of Work	Knowledge Responsiveness Accountability Customer Services Accuracy Commitment	Productivity	Analytical Thinking Prioritization Problem Solving Completion of Job Assignments Works Independently Initiative/Proactive	
Reliability	Adaptability Trustworthiness Dependability Supportive Integrity Attendance	Teamwork	Collaboration Interpersonal Skills Networking Communication Contribution	
Position Specific Competencies				
1		4		
2		5		
3	Equal Opportunity/Affirms	6 ative Action States	nent	

## Equal Opportunity/Affirmative Action Statement

The University of Texas at El Paso is an Equal Opportunity / Affirmative Action Employer. The University does not discriminate on the basis of race, color, national origin, sex, religion, age, disability, genetic information, veteran status, or sexual orientation and gender identity in employment or the provision of services.

**Note:** The primary accountabilities above are intended to describe the general content of and requirements of this position and are not intended to be an exhaustive statement of duties. Incumbents may perform all or some of the primary accountabilities listed above. Specific tasks or responsibilities will be documented in the incumbents' performance objectives as outlined by the incumbents' immediate supervisor or manager. This position is security-sensitive and subject to Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. Must possess a valid driver's license issued by the State where the applicant resides and must be insurable as defined in the UT System BPM 16-05-02, as applicable to the performance of essential duties and responsibilities of the position.