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	

Duties and Responsibilities Continued	
Physical Demands	
Work Environment	

Qualifications

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

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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.

Additional Information