



# 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**

**Duties and  
Responsibilities  
Continued**

<b>Physical Demands</b>		<b>Work Environment</b>	
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**Qualifications**

<b>Minimum Education Required</b>		<b>Minimum Experience Required</b>	
<b>Preferred Education Required</b>		<b>Preferred Experience Required</b>	

**Core Competencies**

<b>Quality of Work</b>	Knowledge Responsiveness Accountability Customer Services Accuracy Commitment	<b>Productivity</b>	Analytical Thinking Prioritization Problem Solving Completion of Job Assignments Works Independently Initiative/Proactive
<b>Reliability</b>	Adaptability Trustworthiness Dependability Supportive Integrity Attendance	<b>Teamwork</b>	Collaboration Interpersonal Skills Networking Communication Contribution

**Position Specific Competencies**

<b>1</b>		<b>4</b>	
<b>2</b>		<b>5</b>	
<b>3</b>		<b>6</b>	

**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.

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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**Additional  
Information**