



7900 West Division Street
River Forest, IL 60305

JOB DESCRIPTION

JOB TITLE:

FLSA STATUS: (options are Salaried, exempt, or Hourly, non-exempt)

DEPARTMENT:

REPORTS TO:

CUPA CODE : (HR to provide)

JOB STATUS: (options are Full-time 37.5 hours; Part-time 30; Part-time 20; restricted part-time)

PRIMARY PURPOSE/ POSITION SUMMARY:

EXPECTATIONS FOR ALL DOMINICAN EMPLOYEES:

To support the University's mission of preparing students to pursue truth, to give compassionate service, and to participate in the creation of a more just and humane world.

JOB COMPONENTS/PRINCIPAL DUTIES AND RESPONSIBILITIES:

Perform other duties as requested, delegated or assigned.

QUALIFICATIONS:

All qualifications are required unless otherwise indicated.

Knowledge, Skills and Abilities:

Education and Experience:

Employment requires a background screening at the time of hire.

Developed/Updated by:

Effective date:

Reviewed by Cabinet Member: Initials _____ Date : _____

Reviewed by HR: Initials _____ Date : _____

*please contact HR if you have questions about FLSA or Job Status)