|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Employee Name: | |  |  | |  | | Status: |  |
| Department: |  | | Location: | Main Campus | |  | Reports to: |  |

**JOB SUMMARY**

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

To perform the job successfully, an individual must be able to satisfactorily perform each essential duty.  The requirements listed below are representative of the knowledge, skill, and/or ability required to perform the position description satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**NON-ESSENTIAL DUTIES AND RESPONSIBILITIES**

* Other duties as assigned.

**EDUCATION AND EXPERIENCE**

**PHYSICAL DEMANDS AND WORKING CONDITIONS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Employee Signature: |  |  | Date: |  |
|  |  |  |  | MM/DD/YY |

It is the policy of Klamath Community College to provide equal employment opportunities without regard to race, color, religion, sex, national origin, age, disability, marital status, veteran status, sexual orientation, genetic information or any other protected characteristic under applicable law.