

**WASHINGTON AND LEE UNIVERSITY  
JOB DESCRIPTION**

**Position Title:**  
**Department:**  
**Supervisor's Title:**  
**Status:**  
**Daily Schedule:**  
**Yearly Schedule:**  
**Role/Career Stage:**  
**Pay Band:**  
**EEOC:**

**Date Completed:**  
**Submitted By:**  
**Approved By:**  
**Current Employee in Position:**

Washington and Lee is an Equal Opportunity Employer. As such, we are interested in candidates who are committed to high standards of scholarship, performance and professionalism and to the development of a campus climate that supports equality and diversity in our faculty, staff and student body.

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**POSITION SUMMARY:**

**ESSENTIAL AND RELATED FUNCTIONS:**

**PHYSICAL REQUIREMENTS:**

**WORKING CONDITIONS:**

**MINIMUM QUALIFICATIONS:**

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The duties listed above are representative of those that are typically assigned to someone in the position. It is not comprehensive and should not be construed to constitute all the duties that are assigned. Actual duties will be assigned within the department. Minor changes in duties or requirements may not constitute a substantive change in position, nor affect the position's pay range, or FLSA status.