**Job Description
Part time/Temporary**

**Job Title:** Educational Assistant – (Narrative Job Title)

**Position Purpose:** Working under the supervision of (Supervisor Job Title), the (Narrative Job Title) provides (Complete). The (Narrative Job Titles)’s main function is to (Complete).

**Supervisory and Other Relationships**: The incumbent works under the direction of (Supervisor Job Title)

**Duties/Responsibilities:**

* Complete
* Complete
* Complete
* Complete
* Complete
* (add as necessary)

**Qualifications:**Must have a (Complete) degree in a related field and relevant (Complete) experience.

**Work Environment**:
Incumbents typically perform their work in offices. The work involves extensive use of personal computers, but does not, normally, involve any significant physical effort. Reasonable accommodation will be made for incumbents and candidates with physical limitations.