St. Lawrence College
Position Description Form (PDF)

Effective Date: 04-Mar-2025

Campus:	**Tri-Campus**
Incumbent's Name:	**Vacant**
Position Title:	**Finance Administrative Officer**
Payband:	**F**
Position Number:	**00000434**
NOC Code:	
Hours per Week:	**35**
Supervisor's Name and Title:	**Associate Director, Academic & Student Services Operations - Finance**
Completed by:	**Dean**

Signatures:

Incumbent: _____ Date: _____
(Indicates the incumbent has read and understood the PDF)

Supervisor: _____ Date: _____

One-Over-One: _____ Date: _____

Instructions for Completing the PDF

1. Read the form carefully before completing any of the sections.

2. Answer each section as completely as you can based on the typical activities or requirements of the position and not on exceptional or rare requirements.

3. If you have any questions, refer to the document entitled "A Guide on How to Write Support Staff Position Description Forms" or contact your Human Resources representative for clarification.

4. Ensure the PDF is legible.

5. Responses should be **straightforward and concise using simple factual statements.**

Position Summary

Provide a concise description of the overall purpose of the position.

Reporting to the Associate Director, Academic and Student Operations - Finance, the incumbent is responsible for a broad scope of financial activities and analysis related to College programs. These include procurement activities such as purchase requisitions and purchasing card reconciliations, preparing journal entries, verifying fiscal records, and reconciling general ledger accounts, and preparing internal and external reporting to College management, grant providers, etc. The incumbent assists with the preparation of budgets and is responsible for performing financial analysis to support management decision making. The incumbent also provides back up for other School activities such as preparation of salary and stats forms, employment authorizations, coding of P-Cards and expense forms, etc.

Duties and Responsibilities

Indicate as clearly as possible the significant duties and responsibilities associated with the position. Indicate the approximate percentage of time for each duty. Describe duties rather than detailed work routines.

	Approximate % of the Time Annually*
• Understands the funding agreements in relation to funder and college policies and procedures. • Contributes to the development of annual college budgets and inputs data into college system(s). • Prepares all monthly/quarterly/yearly/ad hoc financial reports required, including compilation of data from funders and other partners, reconciliation of reporting to the general ledger, assessing eligibility and completeness of expenses, and coordination of review by the College's Finance department. Financial report requests may come from the grant provider, the College, or other parties. • Inputs finance-related information into funder databases i.e. EDCS (Nursing) • Generates final reconciliation of actual spending to budget on a timetable as set out by the funder and college. • Provides support to annual variance analysis and program costing processes	20%
• Coordinates with vendors and college staff for the purchase of materials for the programs such as supplies for labs, kits, office supplies, instructional supplies, tools, equipment, contract services, licenses, subscriptions etc. • Creates purchase requisitions as required using Financial Systems • Prepares Journal Vouchers and submits to Financial Services for review and posting. • Verifies accounting information, obtains approvals and submits payables to Financial Services for payment. • Processes expenses/payments/adjustments ensuring they adhere to funder and college policies and procedures. • Verifies accounting information, obtains approvals and submits Pcard reconciliation to Financial Services	70%
• Works with other staff to utilize the employment authorization spreadsheet to generate payroll documents and budget information.	5%
• Other duties as assigned.	5%
	100%

* To help you estimate approximate percentages:

½ hour a day is 7%	1 hour a day is 14%	1 hour a week is 3%
½ day a week is 10	½ day a month is 2%	1 day a month is 4%
1 week a year is 2%		

1. Education

A. Check the box that best describes the **minimum** level of **formal** education that is required for the position and specify the field(s) of study. Do not include on-the job training in this information.

- ☐ Up to High School or equivalent
- ☐ 1 year certificate or equivalent
- ☐ 2 year diploma or equivalent
- ☐ Trade certification or equivalent
- ☒ 3 year diploma/degree or equivalent
- ☐ 3 year diploma / degree plus professional certification or equivalent
- ☐ 4 year degree or equivalent
- ☐ 4 year degree plus professional certification or equivalent
- ☐ Post graduate degree or (e.g. Masters) or equivalent
- ☐ Doctoral degree or equivalent

Field(s) of Study:

Business and/or office administration including bookkeeping and finance,

B. Check the box that best describes the requirement for the specific course(s), certification, qualification, formal training or accreditation in addition to and not part of the education level noted above and in the space provided specify the additional requirement(s). Include only the requirements that would typically be included in the job posting and would be acquired prior to the commencement of the position. Do not include courses that are needed to maintain a professional designation.

- ☒ No Additional requirements
- ☐ Additional requirements obtained by course(s) of a total of 100 hours or less
- ☐ Additional requirement obtained by course(s) of a total between 101 and 520 hours
- ☐ Additional courses obtained by course(s) of more than 520 hours

2. Experience

Experience refers to the minimum time required in prior position(s) to understand how to apply the techniques, methods and practices necessary to perform this job. This experience may be less than experience possessed by the incumbent, as it refers only to the minimum level required on the first day of work.

Check the box that best captures the typical number of years of experience, in addition to the necessary education level required to perform the responsibilities of the position and, in the space provided, describe the type of experience. Include any experience that is part of a certification process, but only if the work experience or the on-the-job training occurs after the conclusion of the educational course or program.

☐ Less than one (1) year	
☐ Minimum of one (1) year	
☐ Minimum of two (2) years	
☒ Minimum of three (3) years	Three years practical experience in a detail oriented, customer service driven environment with specified timelines, preferably in a post-secondary computerized environment, and providing administrative and budget support services. Experience in the use and application of EXCEL or other databases and word processing, scheduling, and communications systems (MS Office Suite, Outlook, Internet, Financial and Student Information). Understanding and comprehension of accounting principles and budget maintenance including experience with GL reports and payroll.
☐ Minimum of five (5) years	
☐ Minimum of eight (8) years	

3. Analysis and Problem Solving

This section relates to the application of analysis and judgment within the scope of the position.

The following charts help to define the level of complexity involved in the analysis or identification of situations, information or problems, the steps taken to develop options, solutions or other actions and the judgment required to do so.

Please provide up to three (3 examples of analysis and problem solving that are regular and recurring and, if present in the position, up to two (2) examples that occur occasionally:

	#1 regular & recurring
Key issue or problem encountered.	It is unclear if a particular expense is allowable.
How is it identified?	This could be identified by the incumbent themselves, i.e. Through a review of the general ledger or a submitted claim by an internal, external stakeholder or by a manager/supervisor.
Is further investigation required to define the situation and/or problem? If so, describe.	The incumbent would need to explore the details regarding the transaction by requesting, locating and/or retrieving supporting documentation. They may also contact the department or partner for further explanation.
Explain the analysis used to determine a solution(s) for the situation and/or problem.	Incumbent must review signed agreement and analyze transaction to ensure the expenditure conforms to the eligibility criteria. Incumbent must advise management if the expense is ineligible per interpretation or may assist department or partner to obtain written clarification from grant contributor. Oftentimes, the incumbent is required to work with department or partner to instruct them on how to provide appropriate documentation to support entry for audit purposes.
What sources are available to assist the incumbent finding solution(s)? (e.g. past practice, established standards or guidelines.)	Sources include any grant agreements, previous documented clarifications from the funder, previous practice related to the expenditure connect with other colleges who also receive this type of funding. If still unclear, the incumbent would request that the funder themselves be consulted and as appropriate, participate in meetings with the funder.

3. Analysis and Problem Solving

	#2 regular & recurring
Key issue or problem encountered.	Reconciling the general ledger to financial report submitted by department or financial claim from partner and values do not tie together or are missing expenses/revenues. This needs to be resolved to ensure that program specific courses are tracked so that internal and external partners can be properly compensated.
How is it identified?	Comparison of projected expenses to general ledger entries.
Is further investigation required to define the situation and/or problem? If so, describe.	At times departments or partners may not realize elements are missing in the statements. The analysis requires gathering all expenses and incorporating overhead costs (academic delivery) to ensure all budgeted expenses have been included.
Explain the analysis used to determine a solution(s) for the situation and/or problem.	Incumbent must possess a clear understanding of the college financial system (G/L, A/P & A/R) functions to ensure the financial statement prepared for the grant reporting is accurate and reflects accurate expenditure. Reviewing Purchase orders and Journal Vouchers may also be required.
What sources are available to assist the incumbent finding solution(s)? (e.g. past practice, established standards or guidelines.)	Previous documentation such as reports, past practice, emails, training etc. and consultations with college finance department.

	#3 regular & recurring
Key issue or problem encountered.	Funder interim financial reports show a discrepancy between what was budgeted and the rate at which the budget is being spent.
How is it identified?	nVision reports and/or Finance department.
Is further investigation required to define the situation and/or problem? If so, describe.	A review of the expenses under affected line items would be carried out.
Explain the analysis used to determine a solution(s) for the situation and/or problem.	Incumbent must possess a clear understanding of the college financial system (G/L, A/P & A/R) functions to understand how to identify reporting is accurate and reflects accurate expenditure. Reviewing Purchase orders and Journal Vouchers may also be required.

What sources are available to assist the incumbent finding solution(s)? (e.g. past practice, established standards or guidelines.)	General Ledger report, salary splits, past practice etc.

3. Analysis and Problem Solving

	#1 occasional (if none, please strike out this section)
Key issue or problem encountered.	Reports to external partners required based on a schedule that is different than the college's i.e. differing financial calendars and various internal authorities must review and approve in order to meet the external deadlines.
How is it identified?	Often funder sends out reminders of reporting deadlines.
Is further investigation required to define the situation and/or problem? If so, describe.	
Explain the analysis used to determine a solution(s) for the situation and/or problem.	In order to allow enough time for internal approvals, incumbent must not only produce a draft for review with sufficient lead time, but the draft must also flag issues in a manner that allows management to understand any issues.
What sources are available to assist the incumbent finding solution(s)? (e.g. past practice, established standards or guidelines.)	Funding agreements, establishment of workflow calendars, past practice etc.

	#2 occasional (if none, please strike out this section)
Key issue or problem encountered.	
How is it identified?	
Is further investigation required to define the situation and/or problem? If so, describe.	
Explain the analysis used to determine a solution(s) for the situation and/or problem.	
What sources are available to assist the incumbent finding solution(s)? (e.g. past practice, established standards or guidelines.)	

4. Planning/Coordinating

Planning is a proactive activity as the incumbent must develop in advance a method of acting or proceeding, while coordinating can be more reactive in nature.

In the following charts, provide up to three (3) examples of planning and/or coordinating that are regular and recurring to the position, up to two (2) examples that occur occasionally:

	#1 regular and recurring
List the project and the role of the incumbent in this activity.	Producing reports for ongoing tracking, month end, quarter, and year end.
What are the organizational and/or project management skills needed to bring together and integrate this activity?	Accuracy, budgeting, communication, collaboration, and spreadsheet/database proficiency.
List the types of resources required to complete this task, project or activity.	Management, other staff, other college departments etc.
How is/are deadline(s) determined?	Determined by external funders and college timelines.
Who determines if changes to the project or activity are required? Who determines whether these changes have an impact on others? Please provide concrete examples.	Funders or other college departments may change guidelines. The incumbent would then advise management whether this might impact others. For example, if the funder changes reporting timelines, those involved in the production and approval of the reports would need to be advised in order to allow sufficient time to complete the preparation and approval process.

4. Planning/Coordinating

	#2 regular and recurring
List the project and the role of the incumbent in this activity.	Ensuring partners, part time staff, vendors etc. are paid in a timely fashion.
What are the organizational and/or project management skills needed to bring together and integrate this activity?	Creation and maintenance of consumables inventories, maintenance of positive relationships with vendors, timely ordering of additional consumables, Invoice tracking including through the GL and, production of reports that would act as monitoring tools.
List the types of resources required to complete this task, project or activity.	Funder guidelines, past practice, documentation, current budget, regular consultation with faculty, shop/lab technicians and partners etc.
How is/are deadline(s) determined?	Funder and college set the deadlines which may or may not coincide with each other.
Who determines if changes to the project or activity are required? Who determines whether these changes have an impact on others? Please provide concrete examples.	Incumbent will monitor the flow and flag for management anomalies. For example, if the end of the funder reporting cycle is approaching and there are still outstanding payments to be made to partners, the incumbent would remind the partners of the invoicing requirements. If a faculty requests materials that are not within the budget the incumbent would consult guidelines and as required manager/supervisors.

	#3 regular and recurring
List the project and the role of the incumbent in this activity.	Issuing of Letters of Offer and Employment Authorizations (EAs) to part time faculty.
What are the organizational and/or project management skills needed to bring together and integrate this activity?	Coordination, attention to detail, understanding of the process, timely monitoring.
List the types of resources required to complete this task, project or activity.	Scheduling input sheets, part time faculty information (email, status, Step, employee IDs)
How is/are deadline(s) determined?	College sets deadlines.

Who determines if changes to the project or activity are required? Who determines whether these changes have an impact on others? Please provide concrete examples.	Management would determine if any changes were needed. Sometimes a part time faculty withdraws, and another would need to be identified. Sometimes the schedules are delayed in being produced so EAs would also be delayed.

4. Planning/Coordinating

	#1 occasional (if non, please strike out this sections)
List the project and the role of the incumbent in this activity.	Creation and maintenance of calendars for tracking of activities.
What are the organizational and/or project management skills needed to bring together and integrate this activity?	Data collection, communication, and organizational skills.
List the types of resources required to complete this task, project or activity.	College and funder calendars, financial and academic guidelines.
How is/are deadline(s) determined?	College and funder.
Who determines if changes to the project or activity are required? Who determines whether these changes have an impact on others? Please provide concrete examples.	College and funder may change deadlines and staff would need to communicate these changes to internal and external stakeholders.

	#2 occasional (if non, please strike out this sections)
List the project and the role of the incumbent in this activity.	Provides assistance and information during funder or college audits.
What are the organizational and/or project management skills needed to bring together and integrate this activity?	Accuracy, analysis, logical thinking and reporting.
List the types of resources required to complete this task, project or activity.	Funder and college guidelines, finance system, budgets etc.
How is/are deadline(s) determined?	Funder and college.
Who determines if changes to the project or activity are required? Who determines whether these changes have an impact on others? Please provide concrete examples.	Funder and College.

5. Guiding/ Advising Others

This section describes the **assigned responsibility** of the position to guide or advise others (e.g. other employees, students). Focus the actions taken (rather than the communication skills) that directly assist others in the performance of their work skill development.

Though support staff cannot formally "supervise "others, there may be a requirement to guide others using the incumbent's job expertise. This is beyond being helpful and providing ad hoc advice. It must be an assigned responsibility and must assist or enable others to be able to complete their own tasks. Check the box(es) that best describe the level of responsibility assigned to the position and provide an example(s) to support the selection, including the positions that the incumbent guides or advises.

Regular & Recurring	Occasional	Level	Example
☒	☐	Minimal requirement to guide/ advise other. The incumbent may be required to explain procedures to other employees or students	School boards are not sure of how to invoice the college for their benchmark, transportation expenses etc.
☐	☒	There is a need for the incumbent to demonstrate correct processes/ procedures to others so that they can complete certain tasks	For new staff to a grant program, they may need orientation to policies, procedures and systems.
☐	☒	The incumbent recommends a course of action or makes decisions so that others can perform their day-to-day activities.	Makes recommendations to other staff, including manager/supervisors related to funding proposals.
☐	☒	The incumbent is an active participant and has ongoing involvement in the progress of others with whom he/she has the responsibility to demonstrate correct processes/procedures or provide direction.	For new staff to a grant program.
☐	☒	The incumbent is responsible for allocating tasks to others and recommending a course of action or making necessary decisions to ensure the tasks are completed.	For part time staff brought in to work during peak periods.

6. Independence of Action

Please illustrate the type of independence or autonomy exercised in this position. Consideration is to be given to the degree of freedom and constraints that define the parameters in which the incumbent works.

What are the instructions that are typically required or provided at the beginning of a work assignment?	
Regular and Recurring	Occasional (If none, please strike out this section)
Related to grants, the incumbent must determine what is available for guidance for assessing expense eligibility, grant reporting and monitoring reports. If information is not available, the incumbent can request that the funder be approached for guidance and may also be asked to attend meetings. Incumbent may also contact other college departments or other colleges to obtain information.	From time-to-time audits may be required. For an audit, the incumbent works with the funder and external auditors to determine working paper requirements, audit planning and implementation. Ad hoc report requests and new projects are initiated through discussion with Manager/supervisor.

What rules, procedures, past practices or guidelines are available to guide the incumbent?	
Regular and Recurring	Occasional (If none, please strike out this section)
The incumbent must independently interpret and assess the funding requirements for expense eligibility, overhead assessment, and reporting requirements. The incumbent must use independent judgment to assess risk and completeness. For most assignments, the incumbent will determine the necessary information sources. The incumbent will rely on knowledge gained through previous work experience, education, Funder Guidelines, Ministry policies, Agreements, and College policies. Funder guidelines can require interpretation which requires a level of accounting knowledge and decision-making skills. The incumbent must also interpret applicable accounting guidelines to ensure the reporting of revenue and expenditures adhere to standards and will be approved by the external auditors	For complex/infrequent accounting issues, incumbent may be required to research/consult Public Sector Accounting Body (PSAB) standards, professional accounting literature and, Canada Revenue Agency (CRA) interpretation bulletins etc.

How is work reviewed or verified (e.g. Feedback from others, work processes, supervisor)?	
Regular and Recurring	Occasional (If none, please strike out this section)
The approach will align with funder and college policies and procedures. For example the college policy is to require one over one review and	For any special project assignments, work is reviewed upon completion by written report of

approval. However, the incumbent is required to make decisions to ensure the risk to the College is minimized, ensure all reporting accurately reflects the transactions and audit working papers accurately reflect the transactions. The incumbent will ensure their manager/supervisor is aware of issues.	findings/recommendations. The report is discussed with the manager/supervisor.

6. Independence of Action

Describe the type of decisions the incumbent will make in consultation with someone else other than the supervisor.	
Regular and Recurring	Occasional (If none, please strike out this section)
The incumbent will work with department, financial services and other colleges to decide on necessary steps to take to resolve a reconciling item/reporting deadline. Incumbent will also work with college wide staff to decide on appropriate level of documentation to support a journal entry for audit purposes. The incumbent may be required to work with funder representatives to resolve reporting issues. The incumbent also may work with external auditors to ensure successful completion of audits.	The incumbent will communicate with end users to determine knowledge gaps and recommend/provide required training to eliminate gap.

Describe the type of decisions that would be decided in consultation with the supervisor.	
Regular and Recurring	Occasional (If none, please strike out this section)
Issues that require a policy/procedure decision/direction/clarification.	Second opinion on interpretation of Ministry/PSAB guidelines. Recommending policy/procedural changes

Describe the type of decisions that would be decided by the incumbent.	
Regular and Recurring	Occasional (If none, please strike out this section)
The incumbent attempts to resolve most issues independently and determines when the manager/ supervisor should be consulted. The incumbent must use judgment to determine the appropriate accounting and analytical techniques for each assignment.	Incumbent must decide upon the appropriate method to present the findings and recommendations of ad hoc financial project requests to the parties involved

7. Service Delivery

This section looks at the service relationship that is an assigned requirement of the position. It considers the required manner in which a position delivers service to customers. It is not intended to examine the incumbent's interpersonal relationship with those customers and the normal anticipation of what customers want and then supplying it efficiently. It considers how the request for service is received and the degree to which the position is required to design and fulfill the service requirement. A "customer" is defined in the broadest sense as a person or groups of people and can be internal or external to the College.

In the table below, list the key service(s) and its associated customers. Describe how the request for service is received by the incumbent, how the service is carried out and the frequency.

Information on the service		Customer	Frequency (D,W,M,I)*
How is it received?	How is it carried out?		
Funding agreement, college policies, official web sites	Incumbent reviews agreement and discusses reporting requirements with stakeholders.	Manager/supervisor, external stakeholders, finance dept etc.	M
Request for information /advice on procedure for financial issue.	Nature of question determined. Clarification / guidance provided.	Manager/supervisor, external stakeholders, finance dept etc.	W
Request for ad hoc report.	Information need identified. Plan developed as to how to provide information. Incumbent performs financial analysis and presents to requester.	Manager/supervisor, external stakeholders, finance dept etc.	W/M

* D = Daily W = Weekly M = monthly I = Infrequently

8. Communication

In the table below indicate the type of communication skills required to deal effectively with others. Be sure to list both verbal (e.g. exchanging information, formal presentations) and written (e.g. initiate memos, reports, proposals) in the section (s) that best describes the method of communication.

Communication Skill/Method	Example	Audience	Frequency (D,W,M,I)*
Exchanging routine information, extending common courtesy	Responding to staff requests and other colleges for information / clarification of financial data.	Funder, supervisor/manager, finance dept, internal and external stakeholders	D
Explanation and interpretation of information or ideas.	Communicating with internal and external stakeholders to discuss funding, expenditure eligibility & clarification of reporting requests	Funder, supervisor/manager, finance dept, internal and external stakeholders	W
Imparting technical information or advice	Responding to internal and external stakeholders who are unclear of procedures	Internal and external stakeholders	M
Instructing or training	Orientation to policies and procedures and college systems	Internal and external stakeholders	M
Obtaining cooperation or consent	Seeking cooperation to meet financial reporting deadlines and approval of calculation of funding payable/receivable	Funder, supervisor/manager, finance dept, internal and external stakeholders	M
Negotiating	Seeking cooperation from stakeholders when there is some discretion about how funds can be allocated.	Funder, supervisor/manager, finance dept, internal and external stakeholders	M

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9. Physical Effort

In the tables below, describe the type of physical activity that is required on a regular basis. Please indicate the activity as well as the frequency, the average duration of each activity and whether there is the ability to reduce any strain by changing positions or performing another activity. Activities to be considered are sitting, standing, walking, climbing, crouching, and lifting and/or carrying light, medium or heavy objects, pushing, pulling, working in an awkward position or maintaining one position for a long period.

Physical Activity	Frequency (D,W,M,I)*	Duration			Ability to reduce strain		
		< 1 hr at a time	1-2 hrs at a time	> 2 hrs at a time	Yes	No	N/A
Sitting – Keyboarding	D			X	X		
Sitting – Using a calculator	D	X			X		
Sitting – Organizing paperwork	D	X			X		
Grasping – Talking on the phone	D		X		X		
Standing – Photocopying/printing	I	X			X		

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If lifting is required, please indicate the weights below and provide examples.

☒ Light (up to 5 kg or 11 lbs.)	Packages of paper, office supplies, textbooks and class supplies.
☐ Medium (between 5 to 20 kg and 11 to 44 lbs.)	
☐ Heavy (over 20 kg. or 44 lbs.)	

10. Audio Visual Effort

Describe the degree of attention or focus required to perform tasks taking into consideration:

- the audio/visual effort and the focus or concentration needed to perform the task and the duration of the task, including breaks (e.g. up to two hrs. at one time including scheduled breaks)
- impact on attention or focus due to changes to deadlines or priorities
- the need for the incumbent to switch attention between tasks (e.g. multi-tasking where each task requires focus or concentration)
- whether the level of concentration can be maintained throughout the task or is broken due to the number of disruptions

Provide up to three (3) examples of activities that require a higher than usual need for focus and concentration.

Activity #1	Frequency (D,W,M,I)*	Average Duration		
		Short < 30 min	Long up to 2 hrs.	Extended > 2 hrs
Budgeting, purchasing, updating documents	D		X	
Can concentration or focus be maintained throughout the duration of the activity? If not, why? ☒ Usually: Occasionally need to shift focus and provide unexpected information related to an unexpected situation/request. ☐ No				

Activity #2	Frequency (D,W,M,I)*	Average Duration		
		Short < 30 min	Long up to 2 hrs.	Extended > 2 hrs
Reporting/monitoring of financial activity	W			X
Can concentration or focus be maintained throughout the duration of the activity? If not, why? ☒ Usually Occasionally need to shift focus and provide unexpected information related to an unexpected situation/request. ☐ No				

Activity #3	Frequency (D,W,M,I)*	Average Duration		
		Short < 30 min	Long up to 2 hrs.	Extended > 2 hrs
Providing back up to other School financial transactions especially when other staff are absent.	M		X	
Can concentration or focus be maintained throughout the duration of the activity? If not, why? ☒ Usually Occasionally need to shift focus and provide unexpected information related to an unexpected situation/request. ☐ No				

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11. Working Environment

Please check the appropriate box(es) that best describes the work environment and the corresponding frequency and provide an example of the condition.

Working Conditions	Examples	Frequency (D,W,M,I)*
☒ acceptable working conditions (minimal exposure to the conditions listed below	The incumbent works in an office setting that is well suited to the nature of the work. The setting is well appointed ergonomically.	D
☐ accessing crawl spaces/confined spaces		
☐ dealing with abusive people		
☐ dealing with abusive people who pose a threat of physical harm		
☐ difficult weather conditions		
☐ exposure to very high or low temperatures (e.g. freezers)		
☐ handling hazardous substances		
☐ smelly, dirty or noisy environment		
☒ travel	As required for meetings across the campuses.	I
☐ working in isolated or crowded situations		
☐ other (explain)		

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