

**ADDENDUM TO CROSS-CAMPUS JOB DESCRIPTION**

Job Code: \_\_\_\_\_

**Copy from the Job Description** 

UNIVERSITY OF SOUTHERN CALIFORNIA  
Student Services Advisor II  
Job Code: 137523

University Job Title: \_\_\_\_\_

Department Job Title: \_\_\_\_\_  
(if different from above)

Home Department: \_\_\_\_\_  
(Name and Number)

**Copy from Workday** 

Organization	Office of President (Wanda Austin) >> Provost: Human Resources_1 (Helena Curtis)
Position	P01475241 Home Department Payroll/Personnel Coordinator I
Business Title	Training Coordinator

Supervised by: \_\_\_\_\_  
(Title of Position)

Position specific JOB SUMMARY:

**Summarize the Job Duties**

Position specific JOB ACCOUNTABILITIES (in addition to the statements on the Cross-Campus Job Description):

1.

**Describe each duty not covered in the Job Description**



3. **Each duty is marked as Essential (E), Marginal (M), or Non-Applicable (NA)**

**Combined Total Duty Percentage on the Addendum cannot exceed 30%**

Position specific JOB QUALIFICATIONS:

1.

**Enter the preferred education and field of experience for the position**

2.

ADDITIONAL INFORMATION pertinent to this specific position:

**Enter additional requirements of the position**

SIGNATURES:

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_