Entry Date:

Employee:

Jobcode and Title:

Business Title:

Department ID and Name:

School:

Location:

Supervisor Name and Title:

POSITION OBJECTIVE

Provide a **brief** summary of the scope, objective or role, and key responsibilities (typically three to four) of the position. Describe how the position supports, contributes, or is linked to the organization's or program's mission. If the position supports research, briefly describe objective of project.

ESSENTIAL FUNCTIONS Include percentage of time for each function (both essential and nonessential)

1. This section (duties and responsibilities) should use action statements of key work activities to achieve the position objective. Limit this section to current essential duties and responsibilities each of which accounts for more than 5 percent of the position. (%)
2. List them in descending order of importance and indicate the percentage of time spent on the duties. (%)
3. Use clear and concise language; closely related duties should be grouped together in one responsibility statement. (%)
4. Avoid gender-based language. (%)
5. To the extent practicable, please use action verbs with an implied subject (who) and explicit work objects and/or outputs (what). (%)

NONESSENTIAL FUNCITONS Functions that are 5 percent or less are considered marginal and are listed under nonessential.

1. List duties that are marginal or infrequent. (%)
2. Perform other duties as assigned. (%)

CONTACTS This section is important in rating the position, so please give it thought and consideration when developing the position description. Indicate who the incumbent will have contact with (i.e., department staff, students, potential donors), the frequency (i.e., infrequent (up to 5%), occasional (6-15%), moderate (16-30%), regular (31-45%), frequent (46-65%), and continuous (66+%) and for what purpose (i.e., provide information, resolve complaints, solicit donations).

Department:

University:

External:

Students:

SUPERVISORY RESPONSIBILITIES

Direct supervisory responsibility includes the authority to hire, transfer, suspend, layoff, recall, promote, discharge, assign, reward, or discipline subordinate employees or effectively recommend such actions. List the job titles of the direct report under supervisory responsibility (refer to organization chart).

QUALIFICAITONS

Experience: List the basic (minimum) experience needed to be successful in the position.

Education/Licensing: List the basic (minimum) education, certification, and/or licensing *needed* to be successful in the position.

REQUIRED SKILLS

1. List those measurable or observable knowledge, skills, abilities, and/or behaviors that are required to succeed in performing the essential functions.
2. Ability to meet consistent attendance.
3. Ability to interact with colleagues, supervisors, and customers face to face.

WORKING CONDITIONS

Identify the working conditions and physical demands which relate to the essential functions of the position, such as working indoors/outdoors, working with exposures to hazards, etc. Include special considerations for the position, such as occasional travel or necessary overtime.