

POSITION DESCRIPTION FORM

UNIT _____ DEPT _____

JOB TITLE _____ POSITION NUMBER _____

The information on this page must be completed only for the following positions and only under the circumstances described below: associates, postdoctoral researchers, unclassified positions, and academic administrative positions (e.g., department heads, directors, managers). This information must be completed when one of these positions is being created or when it is necessary to update the job duties. This information does not have to be completed when one of these positions is vacant and is being filled, unless the duties have changed or there is a significant difference in the proposed salary.

PERCENT TIME _____ DUTIES/RESPONSIBILITIES (please be specific)

POSITION REPORTS TO: _____
Name Title

POSITION SUPERVISES: _____
Titles of Employees Supervised and Number Supervised

MINIMUM QUALIFICATION REQUIREMENTS:

ADDITIONAL PREFERRED QUALIFICATIONS:

TITLE CONFIRMED BY:

Human Resource Management

Date