Position Description

Job Title:  
Incumbent:  
Supervisor Title:  
Department:  

\[\text{[ ] New Job Description OR [ ] Revised Job Description}\]

**POSITION SUMMARY:**
Write one or two brief paragraphs describing the main objective or primary purpose of this position and any key responsibilities and tasks. Include a vision statement that helps the incumbent understand how this position contributes to the greater overall university environment and mission.

**PRINCIPAL DUTIES AND EXPECTED OUTCOMES:**
Categorize or group the primary job duties and then the tasks performed to fulfill them. Include an approximate percentage of time spent with each area of responsibility.

1. **Keyword Description of Category (%)**
   a. Additional detail
   b. Additional detail
   c. Additional detail

2. **Keyword Description of Category (%)**
   a. Additional detail
   b. Additional detail
   c. Additional detail

3. **Keyword Description of Category (%)**

**KNOWLEDGE, SKILLS & EXPERIENCE:**
Identify the minimum requirements necessary to perform the responsibilities listed above.

   Education and Experience:

   Skill Set:

   License or Certification:

**REPORTING RELATIONSHIPS:**
Reports to (supervisor’s job title):

As does:

Titles and number of regular full- and part-time positions reporting to this position, if any:

Typical number of student employees reporting to this position at a given time:

**SPAN OF AUTHORITY / CONTROL:**
Decisions made independently by this position:

Decisions referred to the supervisor or other individual:
REGULATIONS:
Federal, state, institutional or other types of regulations that influence job responsibilities:

WORK SCHEDULE:
Special circumstances in the work schedule (e.g., travel, shift work, weekend/holiday work, on-call, other):