Job Description

**Position Information:** *Basic Details*

Complete all fields below. Some instructions/examples are included to help guide you through this process (Type over as appropriate).

|  |  |
| --- | --- |
| **Position Title** |  |
| **Department** |  |
| **Location** |  |
| **Position Type** |  |
| **Full-time/Part-Time** |  |
| **Full-Time Equivalent (FTE) %** (1.0=100%) |  |
| **Appointment Term** (in months) |  |
| **Pay Type** (Salary or Hourly) *\*subject to FLSA determination by HR* |  |
| **Title of Position Supervisor** |  |

**Position Summary Information:** *Essential Duties and Requirement Details*

Remember to separate out the minimum requirements from the desirable characteristics of the job.

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| --- | --- |
| ***University Required Statement:*** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.* | |
| **Job Description Summary** |  |
| **Essential Duties & Responsibilities** (other duties may be assigned) |  |
| **Required Education, Certifications, Licenses** (minimum requirements) |  |
| **Required Experience**  (minimum requirements) |  |
| **Desirable Education and/or Experience** |  |

|  |  |
| --- | --- |
| **Required Knowledge, Skills, and/or Abilities** (mimimum requirements) |  |
| **Desirable Knowledge, Skills, and/or Abilities** |  |
| **Work Environment and/or Physical Demands** |  |
| **Required Training** |  |