



Position Information				
Position Title:				
Department:				
Reports to (Title):				
Work Schedule:	M-F Hours:	to	Other:	
Type of Employee: (Hours worked per week)	Reg Full-Time (≥30)	Reg Part-Time (20-29)	Part Time <20 (<20)	Temporary (varies)
Travel Required:	0%	10%	25%	50%+
Exemption/FLSA Status (HR use only)	Exempt/Salaried		Non-Exempt/Hourly	

Position Summary
Summarize the overall function or major purpose of this position. This should be a concise description of the job, one or two sentences.

Primary Duties and Responsibilities	
Indicate as clearly as possible the significant duties and responsibilities that are essential requirements of the job. List the duties in order of importance and frequency/amount of time for each duty. Focus on major responsibilities rather than detailed work routines.	
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	



Secondary Duties and Responsibilities	
Desirable, but not critical, duties performed by an employee in the position.	
1	
2	
3	
4	
5	Perform other duties as assigned.

Required Qualifications	
Formal Education (minimal level required for this position)	
No minimum education level	
High School diploma or GED	
Associates or other two-year degree including technical/trade school	
Bachelor's degree	
Master's or Professional degree (MBA, MEd)	
Doctorate	
Degree in specific subject area:	Degree Type
	Concentration
Certificate in specific area:	
Work Experience (minimum experience required for this position)	
Less than one year	
1-3 years	
4-6 years	
7-9 years	
10 + years	
Years of specific work experience:	Field of specific experience
	Years of experience

Preferred Qualifications	
Preferred Qualifications (above and beyond what is required for the position)	



Position Characteristics

Physical Requirements/ Work Environment				
<i>This section must be completed entirely, regardless of position.</i>				
	Amount of time spent			
	None	<1/3 of time	1/3-2/3 of time	>2/3 of time
Mobility/Freedom to leave work area				
Lifting greater than 20 lbs.				
Sitting for extended periods (cannot leave work area)				
Primarily office work (desk)				
Primarily outdoor work				
Primarily indoor work				
Prolonged exposure to heat/cold				
Prolonged exposure to loud noise (>70 decibels)				

Level of Supervision Received (check the option that best describes the position overall)	
Direct Supervision: Supervisor gives specific instructions on all assignments. Work is reviewed regularly for accuracy and completeness.	
General Supervision: Supervisor provides continuing or individual assignments by indicating what generally is to be done, limitations, quality and quantity expected, deadlines, and priorities.	
Intermittent Supervision: Supervisor makes assignments by defining objectives, priorities, and deadlines. Assists employee with unusual situations. Employee carries out successive steps and resolves problems in accordance with instructions and policies.	
Administrative Supervision: Supervisor sets overall objectives and resources available. Collaborate on deadlines, projects, and work to be done.	
Long-Range Administrative Direction: Employee generally proceeds independently in accordance with general plans, policies, and purposes of the department. Results of work are considered technically authoritative.	

The above statements are intended to describe the general nature and level of work being performed by the individual assigned to this job. They are not intended to be an exhaustive list of all the responsibilities, duties, and skills required for the position. All employees may have other duties assigned at any time.