UNCLASSIFIED FACULTY/STAFF

POSITION DESCRIPTION



**HUMAN RESOURCES USE ONLY**

|  |  |
| --- | --- |
| **POSITION TITLE:** |  |
| **JOB CODE:** |  |
| **EMPLOYMENT CLASS:** |  |
| **BANNER POSITION NUMBER:** |  |
| **EMPLOYMENT STATUS:**  | [ ]  **Full Time** | [ ]  **Part Time** |
| **FSLA STATUS:**  | [ ]  **Exempt** | [ ]  **Non-Exempt** |
| **SALARY TYPE:**  | [ ]  **Salaried** | [ ]  **Hourly** |
|  |  |  |
|  |  |  |
|  |  |  |

**DEPARTMENTAL USE**

|  |  |
| --- | --- |
| **Revised Description:**  | [ ]  Yes [ ]  No |

|  |
| --- |
|  **POSITION DETAILS:** |
| **Incumbent:** |       |
| **Department:** |       |
| **Position Working Title:** |       |
| **Supervisor (Title):** |       |
| **Time Sheet Approver (Title):** |       |
| **Campus/Site:** |       |
| **JOB SUMMARY (*Maximum of 2 Sentences*):** |
|       |
| **MINIMUM QUALIFICATIONS:** |
|  **Minimum Education:** |       |
|  **Minimum Work Experience:** |       |
| **Preferred Education:** |       |
| **Preferred Work Experience:** |       |
| **Required Licenses or Certifications:** |       |
| **Other Minimum Qualifications:** |       |
| **Preferred Qualifications** (*if applicable)***:** |       |
| **Physical Demands:** |       |
| **Work Week:** |       |
| **FULL JOB DESCRIPTION:** |
|       |
| **JOB DUTIES: (*As Many as Needed*; % MUST = 100%):** |
|      % |       |
|      % |       |
|      % |       |
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|      % |       |
|      % |       |
|      % | **TOTAL JOB DUTIES** |

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_

**THIS POSITION HAS BEEN APPROVED FOR GENERAL USE:**

**Supervisor/Division Dean/Executive Dean Date**

**Assistant/Associate Vice Chancellor (if applicable) Date**

**Appropriate Vice Chancellor Date**

**Vice Chancellor for Academic and Student Affairs Date**

 ***(for faculty credential verification only)***

**Assistant Vice Chancellor for Human Resources Date**