UNCLASSIFIED FACULTY/STAFF

POSITION DESCRIPTION



**HUMAN RESOURCES USE ONLY**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **POSITION TITLE:** | | **Updated: \_\_\_\_\_\_\_\_\_\_\_\_** | | |
| **JOB CODE:** | |  | | |
| **EMPLOYMENT CLASS:** | |  | | |
| **BANNER POSITION NUMBER:** | |  | | |
| **EMPLOYMENT STATUS:** | | **Full Time** | **Part Time** | |
| **FLSA 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)***:** | |  |
| **Work Week:** | |  |
| **FULL JOB DESCRIPTION:** | | |
|  | | |
| **JOB DUTIES: (*As Many as Needed*; % MUST = 100%):** | | |
|  |  | |
|  |  | |
|  |  | |
|  |  | |
|  |  | |
|  |  | |
| 100% | **TOTAL JOB DUTIES** | |

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

**Employee Date**

**Supervisor / Department Head / Division Dean/ Executive Dean Date**

**Vice Chancellor Date**

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

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

**Chief Human Resources Officer Date**