

Position Summary/Purpose of Position
<p>Is this position a Unit Head? ___Yes___No How many employees are supervised? ___</p>

Essential Duties and Responsibilities (please list no more than five major duties in descending order of importance; describe each major task in a manner that demonstrates complexity)	% of Time

Minimum Qualifications Required to Perform Work
Education (include licenses, certifications, etc.):
Experience:
Knowledge, Skills, and Abilities:

Supervision

(attach a simple organization chart)

Supervisory Responsibilities of Position (name, title, position number of direct reports):

Supervision Received (name and title of immediate supervisor):

Physical Demands of Position

(describe the nature of physical activity required and any unusual environmental conditions)