

POSITION DESCRIPTION

For Professional and Administrative Staff

Instructions: This form will be used as a guide for your use in describing your present position, duties, responsibilities and the knowledge, skills and abilities necessary to perform the duties associated with your position. Clear and concise information must be obtained for each duty listed. Organize your duties so similar job functions are grouped together.

GENERAL INFORMATION

Your Name	Your Title	Date (mm/dd/yyyy)
Reports to	Department	

Note: Statements included in the position description are intended to reflect in general the duties and responsibilities and are not to be interpreted as being all-inclusive. If more space is needed please attach a separate sheet.

Summary Statement

State the major function(s) of your position and its role in the college. Attach an organizational chart for your division that reflects your position in it as well as those supervised in your department

Major Responsibilities

List your major responsibilities, indicating the percentage of time devoted to each. Provide enough detail to enable a person outside the department to understand this job.

Decisions and Judgments

Describe how the decisions and judgments made by this position and the results of work performed impact the department, division and/or the college as a whole.

<p>Knowledge, Skills and Abilities</p> <p>Describe the knowledge, skills and abilities essential to successful performance of this job.</p>		
<p>Personal Contacts</p> <p>Describe the type of personal contacts encountered in performing the duties of this position. Explain nature and purpose of these contacts, i.e. to provide service, to resolve problems, to negotiate.</p>		
<p>Minimum Qualifications</p> <p>Indicate the minimum qualifications, which are necessary in filling this position should it become vacant. Keep in mind the duties and responsibilities of the position rather than the qualifications of the incumbent.</p>		
<p>Education Level</p> <p>Minimum level of education, including appropriate field if any.</p>	<p>Experience</p> <p>Minimum type and amount of work experience, in addition to the above education, necessary for a person entering this position.</p>	<p>Certification</p> <p>Indicate any license or certification required for this position.</p>

SIGNATURES

Employee	Date
Supervisor	Date
Dean/Director	Date