

# Job Description

## Position Information: *Basic Details*

Complete all fields below. Some instructions/examples are included to help guide you through this process (Type over as appropriate).

<b>Position Title</b>	
<b>Department</b>	
<b>Location</b>	
<b>Position Type</b>	
<b>Full-time/Part-Time</b>	
<b>Full-Time Equivalent (FTE) % (1.0=100%)</b>	
<b>Appointment Term (in months)</b>	
<b>Pay Type (Salary or Hourly) <i>*subject to FLSA determination by HR</i></b>	
<b>Title of Position Supervisor</b>	

## Position Summary Information: *Essential Duties and Requirement Details*

Remember to separate out the minimum requirements from the desirable characteristics of the job.

<b>University Required Statement:</b> <i>To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</i>	
<b>Job Description Summary</b>	
<b>Essential Duties &amp; Responsibilities</b> (other duties may be assigned)	
<b>Required Education, Certifications, Licenses</b> (minimum requirements)	
<b>Required Experience</b> (minimum requirements)	
<b>Desirable Education and/or Experience</b>	

<b>Required Knowledge, Skills, and/or Abilities</b> (mimimum requirements)	
<b>Desirable Knowledge, Skills, and/or Abilities</b>	
<b>Work Environment and/or Physical Demands</b>	
<b>Required Training</b>	