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| --- | --- | --- | --- |
|  | | | |
| JOB-SPECIFIC INFORMATION | | | |  |
| Job Title: |  | | |  |
| Work Location: |  | | |  |
| PClass: | Grade: | Employee Class: | PT/FT: |  |
| Exemption Status: | EEO Code: | ESOC Code: | IPED Code: (Faculty) |  |
| Function: | Family: |  |  |  |
| Division, College, Dept: |  | | |  |
| Employer: |  | | |  |
|  |  | | |  |
| JOB OVERVIEW | | | |  |
| JOB OVERVIEW | | | |  |

\*Compensation is responsible for filling out the grayed-out sections and Direct Supervisors are responsible for filling out the white sections.

|  |  |
| --- | --- |
|  | |
| JOB DUTIES | |  | |
|  | % of  Time Spent (Must equal 100%) |  | |
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|  |  |  |
| Perform other duties as assigned | 5% |  | |

SUPERVISORY RESPONSIBILITIES

Is this a supervisory position?

MINIMUM ACCEPTABLE TRAINING, EXPERIENCE AND EDUCATION

Required Education

Required Major/Concentration

Required Experience

Other Requirements - Licenses/Certifications/Systems Knowledge

Does this position interact with minor?

PREFERRED QUALIFICATIONS

PHYSICAL REQUIREMENTS -CHECK BOX

* To be completed by Total Rewards