Direct Supervisors are responsible for filling out the information below and sending it to their Department Administrators/PageUp Originators for processing through PageUp (new positions) or through the HR Business Partner (promotions and position evaluations). HR will review and assign the appropriate pay grade (at the bottom of this form). For assistance completing this form, contact [talentacquisition@drexel.edu](mailto:talentacquisition@drexel.edu); contact HR Compensation ([compensation@drexel.edu](mailto:compensation@drexel.edu)) for Compensation-related questions.

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| **POSITION INFORMATION** | | | |
| **Position Title:** |  | | |
| **Position Type (*Highlight One*):** | Professional Staff Temporary/Per Diem/Casual Faculty Adjunct | | |
| **Full-time (40hrs/week) or Part-time (<40hrs/week)?:** |  | **Hours Per Pay:** |  |
| **Is this role either partially or fully funded from external sources?:** |  | **Is the department willing to sponsor a visa for this role?:** |  |
| **Supervisor Title:** |  | **Supervisor Name:** |  |

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| **JOB OVERVIEW** | | | | |
| **In a few sentences, briefly describe position:** |  | | | |
| **List all Duties/Responsibilities *(add more rows if necessary):*** | | | | **% of time (Must add up to 100%)** |
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| * **Other duties as assigned** | | | | **5%** |
| **Is this a Supervisory position?:** |  | **If Yes, list the amount and titles of the positions it supervises:** |  | |
| *\*\*If this position carries Supervisory responsibilities, include the Essential Functions and amount of authority that focus on decision making and problem solving\*\** | | | | |

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| **QUALIFICATIONS** | | | |
| **REQUIRED QUALIFICATIONS:** | |  |  |
| **Minimum Education (include major/concentration if applicable):** |  | **Minimum Years of Experience:** |  |
| **Competencies (Knowledge, Skills, and/or Abilities)**  ***Add more bullet points if needed*** |  | | |
| **Does this role require a professional licensure or certification? (e.g., MD, DO, RN, Professional Counselor, PharmD, Clinical Social Worker):** |  | **If yes, please specify:** |  |
| **Does this position require a non-medical professional licensure or certification? (e.g., Lawyer, Accountant, Social Worker):** |  | **If Yes, please specify. Please avoid acronyms:** |  |
| **PREFERRED QUALIFICATIONS:** | |  |  |
| **Education:** |  | **Experience:** |  |
| **Competencies:** |  | **Licenses/Certifications:** |  |

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| **COMPLIANCE DETAILS** | | | | |
| **Physical Requirements:**  *Only checked the ones absolutely required to conduct an essential job function.* | Typically sitting at a desk/table Typically bending, crouching, stooping Typically standing, walking Typically running, climbing Lifting demands ≤ 25lbs Lifting demands ≤ 50lbs Lifting demands > 50lbs | | | |
| **Does this role have any interaction with minors?** |  | **If Yes, please explain:** | |  |
| **Will the individual in this role be required to routinely drive a personal or university-owned/leased vehicle (not including general work commute):** |  | **Will this individual physically visit or be based at a hospital or clinical setting? If yes, list the location:** | |  |
| *The University’s Occupational Safety and Health program promotes a safe and healthy campus environment for Drexel University employees. This program regulates and oversees OSHA compliance, hazard communication, indoor air quality, bloodborne pathogens, microbial contamination, accident investigation/reporting, ergonomics, and industrial hygiene.*  **Will this individual work with or in any of the following? Select all that apply:** | | | | |
| NONE Directly with human subjects or patients  Work near human subjects or patients Fieldwork or research w/ human sub.  Unfixed cadavers Fixed (embalmed) cadavers Human blood, tissues or cell lines Potential/known infect. agents\*\* Animals (mam/fish/amph/bird/ins etc.) Anesthetic gasses Laboratory chemicals  Carcinogens/teratogens/mutagens\*\* | | | Cytotoxic or chemotherapy\*\*  DEA regulated materials  Radioactive material or genetic equipment\*\*  Open beam lasers  Paints or solvents  Photographic or developing chemicals  Soiled plumb. fixtures or sanitary lines  High noise area  Sterilizing equipment  Areas known to have electromagnetic fields  Police department  Commercial driver / Transportation | |
| **\*\*List details here:** |  | | | |

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| **FOR REFERENCE/HR USE ONLY:** | | |
| PClass: | Grade: | Employee Class: |
| Exemption Status: | EEO Code: | ESOC Code: |
| Function: | Family: |  |