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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.

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| JOB DUTIES  |  |
|  | % ofTime 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