

Position Description

The Department Chair or Manager prepares Position Descriptions. There is a suggested format included with the performance evaluation form located on Informed Filler. The purpose of this description is to clarify the essential functions of the job, supervisory responsibilities, and the position responsible for evaluating performance. The form is available from Human Resources, Employment, Recruitment, Classification, and Compensation and on Informed Filler.

If you have questions, please contact Human Resources, 278-2364, or Employment Services, 278-2032.