

JOB DESCRIPTION

SECTION A: To be completed by Employee

Position Classification: _____
Department/School: _____
Employee's Name: _____
Supervisor's Name: _____
Supervisor's Title: _____

1. POSITION SUMMARY: What is the primary purpose of this position? (Only use one or two sentences.)

2. Provide up to five (5) examples of typical problems you frequently are required to solve or provide recommendations on in this position.

3. If this position is responsible for the supervision of other positions, what is the primary purpose of each of those positions?

4. MAJOR DUTIES AND TASKS: List the major functions of this position, beginning with that function which requires the largest percentage of your work time during the course of a year. Include lead and/or supervisory duties. Please asterisk (*) up to three (3) duties which you believe are the most complex or require the greatest knowledge or skill.

Percentage	Duties and Tasks

