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| --- | --- | --- | --- |
| Job Title: | | Submitted by: (Name) | |
| Department: Employee Name (if filled): | | (Phone) (Title) | |
| New Position  Reevaluate Vacant Position | Home Base Organization # (6 digits): | | |
| Reevaluate Occupied Position  (Check One) | Position Number: | |  |

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| --- | --- |
| **Summary – Describe the primary purpose of this job.** | |
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| **Duties & Responsibilities (Must add up to 100%)** | **% of Time** |
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| **Education and/or Experience – List the minimum level of education and/or experience required to perform the duties and responsibilities of this job.** | |
|  | |
| **Analytical Ability/Problem Solving/Technical Skills – List minimum level of skills** (i.e., computer/software proficiency, level of analytical complexity, problem solving scope, etc.). | |
|  | |
| **Level of Supervision Needed – List the type and extent of supervision received by this job** (i.e., immediate-close/general/nominal-broad, accountability, project management, etc.) | |
|  | |
| **Autonomy and Supervisory/Lead Responsibility – List the level of responsibility this position has relating to budget/revenue generation ($ amount), decision making, signing authority, roles reporting to this position, etc.** | |
| (Attach a separate sheet with the names of all employees who report to this position so that reporting relationships can be properly maintained.) | |
| **Reports To (Manager/Supervisor’s Name and Title)** | |
|  | |
| In the event of an emergency, job duties, reporting structure and work schedules may change to meet the needs of the University. | |

**Approvals**

Approved by:

Dean or Director Signature Title Date

Approved by:

Financial Officer Signature Title Date

Approved by:

Vice President Signature Title Date

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Evaluation Results: (For Human Resources Use Only)** | | | | | | | | | |
|  | **Position Title:** | |  | | | | **Job Code:** | |  |
|  | **Pay Grade:** |  | | **Salary Range:** |  | **FLSA Status:** | |  | |