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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.** |
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| **Analytical Ability/Problem Solving/Technical Skills – List minimum level of skills** (i.e., computer/software proficiency, level of analytical complexity, problem solving scope, etc.). |
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| **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.) |
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| **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)** |
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| 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:** |  |