POSITION NUMBER: ______________________

ON CAMPUS TITLE: ________________________________________________

CHIEF OBJECTIVE OF THE POSITION: _________________________________

(This statement should be limited to no more than two or three sentences. It should state the purpose of the position or the essential aspect of the job)

WORK, TASK, DUTIES:

1: (These statements of task and duties tell what, why and how the work is done. Use as many as you need.

2. 

3. 

4.

SUPERVISION RECEIVED: (Reports to _________________________________)

SUPERVISION GIVEN: (Supervises _________________________________)

EDUCATION REQUIRED: (Must have a Masters Degree in ________________)

(The minimum education required must state the following: Must have a Masters Degree in ________________ or a Bachelor’s Degree and work experience at a level which equates to an advanced degree)

EXPERIENCE REQUIRED: (Level and type)

ABILITIES REQUIRED: (A demonstrated competence to perform observable behavior or a behavior that results in a observable product)

YOU MAY ADD KNOWLEDGE AND SKILLS REQUIRED. YOU MAY ADD KNOWLEDGE, SKILLS AND ABILITIES PREFERRED.