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**Position Description**

|  |
| --- |
| **Page of pages** |
| **Date** |
| **Position Title** | | **Position Number** |
| **Incumbent** | | **Prepared by** |
| **Reports to:** | | **Title of Preparer** |
|  | **-APPROVALS-** |  |
| **Incumbent** | **Supervisor** | **Next level supervisor** |
|  |  |  |

**NOTE: Statements included in this description are intended to reflect in general the duties**

**and responsibilities of the classification and are not interpreted as being all inclusive**.

POSITION SUMMARY

Click on those that apply to this position:  Position is Grant-Funded  Position Incorporates Chair Duties

MAGNITUDE (BUDGET)

SUPERVISORY RESPONSIBILITIES

INTERNAL/EXTERNAL CONTACTS

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**Position Description**

|  |
| --- |
| **Date** |
| **Position Title** | |

POSITION DUTIES/RESPONSIBILITIES:

PERCENT OF JOB DUTY/RESPONSIBILITY

     %

     %

     %

     %

     %

     %

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     %

100%

OBJECTIVES

QUALIFICATIONS