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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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 OBJECTIVES

 QUALIFICATIONS