

# Position Description Template

## Helpful instructions concerning the fields on the Position Description template.

Date: Effective date of description updates.

Comments:	This field is a place to enter information regarding why changes are being made to the description. Was there a department restructuring, was a new position added or was there a reclassification.
Position Title	
Position No.(s)	Every position number associated with this position description.
Dept. Name	
Unit Name	
Reports to Position #	Position number of supervisor for this position. The position indicated here, is also responsible for time approval.
Does position supervise non-student workers?	A position that supervises other staff positions, but does not include student workers.
If yes, list position #'s supervised	
Position Summary	This is a high level summary of the position. Typically just a few sentences.
Essential Job Functions	This is the listing of job functions which are essential. Individuals will need to perform the essential functions, with or without accommodation. This is not a listing a specific tasks but rather a listing of duties. For instance if advising students is the duty then you wouldn't need to specify the tasks involved with advising (e.g., how to make an appointment with a student). End with "Performs additional job related duties as assigned or as appropriate."
Non-Essential Job Functions	ADA refers to this as "marginal" job functions. This is a list of job functions that may be shifted to another position if the individual is not able to perform them.
Education and Experience	This is where you would indicate the education and experience required/preferred. If "preferred" please make sure that is indicated in this section.
Licenses, certifications, registrations	If any licenses, certifications, and/or registrations are required or preferred please indicate in this section.
Knowledge, skills and abilities	This is where required/preferred knowledge, skills and abilities are added.
Add'l requirements (physical demands)	Any additional requirements which do not fit in the previous categories is likely added here. If there are required physical demands of the position they would be added here.
Work Schedule	
Full or Part Time	
FTE	
Campus Security Authority	Answer Yes or No if: "This position has been identified as being a Campus Security Authority. A Campus Security Authority (CSA) is an individual, who by virtue of their university responsibilities and under the Clery Act, is designated to receive and report criminal incidents to the University Police Department so that they may be included and published in the university's Annual Security Report."