

Position Description for Teaching Positions at Washburn Institute of Technology 7-28-09

Human Resources, 1700 College Avenue, Morgan Hall, Topeka, Kansas 66621 785/670-1538

1. Check One: New Position Existing Position	2. Banner Position N	lumber:	3. Departm	ent:		
4. Current Position Title:		5. Prop	osed Positior	n Title:		
6. Miscellaneous information specific to this position:						
For use by Human Resources				Position Review		
Notes:				Date:	Reviewer:	
Lab Titles Deter			Date:	Reviewer:		
Job Title: Effective Date:				Date:	Reviewer:	
				Date:	Reviewer:	
7. Supervisor(s) (makes salary recommendations, approves leave, assigns work, evaluates performance, provides direction):						
Name:	Title:	Title:			Position Number:	
Name:	Title:				Position Number:	
 8. What hazards, risks or discomforts exist 9. Machines or equipment used regularly in they are used. 				cy (monthly, v	weekly, daily) with which	

Signatures:

Supervisor	Date	Area Head	Date
Department Head/Dean	Date	Director of Human Resources	Date

10. Describe the work of this position using the following format: **What** is the action being done; to **whom** or **what** is the action directed; **why** is the action being done; **how** is the action being done?

11. Indicate the minimum levels of education and experience necessary for an employee to begin employment in this position. The information will be used for applicant screening during recruitment.

Required Education and/or Experience:

Required Licenses, Certificates and Registrations:

Preferred Education and/or Experience:

Special Qualifications necessary as a physical requirement, bona fide occupational qualification (BFOQ) or otherwise special requirement relative to job duties: