



New Position Description

Working Title:

Position Number:

Is this position gift or grant funded?

Percentage of gift or grant funding for this position:

Source funding:

Classification Title:

Classification Code:

Justification of Need:

Classification Level Description:

Supervisor Email Address:

Employment Category:

Proposed Annual Salary Range:

Salary Basis:

FLSA:

Position Summary:

Position Supervises:

Decision Making:

Required Job Qualifications:

Preferred Job Qualifications:

Work Hours/Week:

Hourly:

Supervisor (First and Last Name):

Job Title:

Work Location:

Work Location Type:

ORG CHART: Please provide an organization chart for this position showing where the position falls within the department/unit. (a separate document is required) and it should show the position as related to others in the unit/department.

Essential Job Duties- must have at least one category (% of time must equal 100):

1)

Percentage of Time:

Description:

2)

Percentage of Time:

Description:

3)

Percentage of Time:

Description:

4)

Percentage of Time:

Description: