Job Description Template

HR policy requires that Compensation review and grade all new positions. Additionally, Compensation must review and grade all positions with considerable changes or that have not been reviewed in the last two years. New positions or those not reviewed by HR in the last two years require a salary grade review.

Position (select one):  [ ] New Position  [ ] Existing Position

Date: ____________________________________________

Department: ____________________________________________

Job Title: ____________________________________________

Position Number (if assigned): ____________________________________________

Union Type (if applicable): ____________________________________________

Job Type (select one):  [ ] Full-time  [ ] Part-time

FTE: ____________________________________________

FOAP: ____________________________________________

Hiring Manager: ____________________________________________

Supervisor: ____________________________________________

Supervisor’s Title: ____________________________________________

Campus Location: ____________________________________________

Travel: ____________________________________________

Job Summary: ____________________________________________

_____________________________________________________________________

_____________________________________________________________________

_____________________________________________________________________

_____________________________________________________________________

_____________________________________________________________________
Job Responsibilities: 

Minimum Requirements: 

Additional Skills, Knowledge and Abilities: 

[additional duties as assigned]

Work Environment and Physical Requirements: 
*office, lab, facilities/maintenance, coaching, lifting 25lbs, etc.*

[add lifting requirements here]