**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]*