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| **SALISBURY UNIVERSITY**  **POSITION DESCRIPTION** | |  | | Effective Date: |
| **A. General Information**  *This form outlines the details associated with the formal position at Salisbury University.* | | | | |
| Name of Incumbent (if any): |  | | | |
| Pin Number: |  | | Internal Title: |  |
| Supervisor Name: |  | | Department: |  |
| Work Location: |  | | Essential or Non-Essential: |  |
| Exempt or Non-Exempt: |  | | Faculty or Staff: |  |
| Professional Level: | Choose an item. | | Contract Type (if any): |  |
| Full Time or Part Time: |  | | Work Hours per Week: |  |
| Approved Salary: |  | | Funding Source (Grants, Foundation, etc) : |  |
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| **B. Job Summary and Minimum Qualifications**  *The job description defines the job classification and market salary. This sets the minimum qualifications needed to complete the functions below.* | | | | |
| **Job Summary**  The first paragraph should briefly summarize the reason the position exists and the most important responsibilities of the role. This serves as a high-level overview of the primary function of this job.  **Authority and Accountability**  Please list who this position reports to and the number of direct reports to this position (if any), budgetary responsibility, and authority.  **Required/Minimum Qualifications**  The items listed below are representative of the education, knowledge, skills, abilities, and other characteristics required for this position. Please include minimum level of education, degrees required (if any), relevant work experience, credentials, licenses, certifications, special skills, and physical requirements.  **Preferred Qualifications**  Please list any desired education, knowledge, abilities, skills, or competencies. These are considered preferred qualities but are not required. | | | | |

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| **C. Functional Outline of Job Responsibilities**  *This section describes the specific duties performed by the employee in this position. This section provides detailed tasks tied directly to the summarized duties found above. Effectively used, each section will group common tasks into functional categories. This outline drives performance standards and expectations.*  *In order to comply with the Americans with Disabilities Act, Essential (E) or Non-Essential (NE) are indicated. A job function may be considered Essential if this position exists to perform that function, there are a limited number of employees available to do this function, and/or the function requires highly specialized skills.* | | |
| **1.** | Percentage:  Choose an item.  E/NE:  Choose an item. | **Function**   * Task * Task * Task |
| **2.** | Percentage:  Choose an item.  E/NE:  Choose an item. | **Function**   * Task * Task * Task |
| **3.** | Percentage:  Choose an item.  E/NE:  Choose an item. | **Function**   * Task * Task * Task |
| **4.** | Percentage:  5%  E/NE:  Non-Essential | **Other**   * May perform additional or other work as assigned. |

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| **D. Signatures**  *This is your formal position description that is kept on file in the Office of Human Resources. Please sign to acknowledge your responsibilities.* |

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| Supervisor Signature: |  | Date: | Click or tap to enter a date. |
| Employee Signature: |  | Date: | Click or tap to enter a date. |