



Staff Job Description

Brown University Human Resources Department

HUMAN RESOURCES USE ONLY

Section 1: Identifying Information

Position Title: _____ Date Prepared: _____
 Reports to: _____ Prepared by: _____
 Department: _____ Phone Ext: _____
 Approvals: _____

Incumbent Signature: _____	Date: _____
Supervisor Signature: _____	Date: _____

Section 2: Position Purpose *(provide brief summary of scope of the position)*

Section 3: Responsibilities, Supporting Actions & End-Results

List 3 to 6 responsibilities, functions and/or activities; Provide 3 to 4 related supporting actions to describe how the work will be accomplished; provide the desired end result. Indicate which responsibilities are essential to the position and estimated percentage of time for the responsibility.

Major Responsibility:

Supporting Actions:

End Results:

Essential Function? Yes No Percentage: %

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Essential Function? Yes No Percentage: %

Major Responsibility:

Supporting Actions:

End Results:

Essential Function? Yes No Percentage: %

Major Responsibility:

Supporting Actions:

End Results:

Essential Function? Yes No Percentage: %

Section 4: Decisions Position is Free to Make

Describe the authority held by the position by listing 3 to 5 decisions that the position is free to make and explain the decisions that depend on the position's advice.

Decisions free to make:(Note: press hard-return for more bullets)

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Explain the decisions that depend on position's advice:

Section 5: Dimensions

List 3 to 5 quantitative measures that define the size and scope of the position (e.g., number of students counseled, outreach of newsletter, number of staff supported or supervised, budgets monitored and managed): (Note: press hard-return for more bullets)

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Section 6: Job Qualifications

Provide the education, experience, skills and competencies necessary to perform the position? (Note: press hard-return for more bullets)

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Section 7: Other Information

Indicate any information that would be helpful in understanding the nature, scope or purpose of the position, or any unusual or hazardous conditions associated with performing the position. Safety regulations that must be observed in performing the duties of the position should be included here.
