**Staff Job Description**

Position Number

**Grade 12 and Above**

**Section 1: Identifying Information**

|  |  |
| --- | --- |
| Position Title:  | Date Prepared:  |
| Department:  | Job Family:  |
| Position Reports to:  | Grade: |

**Section 2: Position Purpose**

*Briefly state below in a few sentences the primary purpose of the position including quantitative data that supports the scope of the position relative to the department and/or University.*

**Section 3: Major Responsibilities**

Describe the major areas of responsibilities and the results the incumbent is expected to achieve. Please include an estimate of the percentage of time for the responsibility.

1. **Major Responsibility: %**

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**Section 4: Job Qualifications**

*List education, experience and expertise necessary to achieve the expected results.*