**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**

*Describe 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.*

**Section 5: Other Information**

*Include any special requirements or physical demands required to perform the job. Also indicate any information that would be helpful in understanding any unusual or hazardous conditions associated with performing the position, or specific work schedule information.*