

Wright State University

Position Description Form

DEPARTMENT:	
CURRENT JOB TITLE:	
CURRENT INCUMBENT:	
REPORTS TO (Name and Title):	
PREPARED BY (Name, Title and Date):	
APPROVED BY (Name, Title and Date):	

I. Job Purpose

Please provide one or two sentences that describe the overall purpose of this job. The job purpose describes why the job exists. Statements should generally begin with "To" and "By".

Job Purpose:

II. Essential Job Functions

The essential job functions are the duties and responsibilities of the job that involve the fundamental nature of the job, occupy a large proportion of the employee's time or require specialized expertise. **Other duties not listed as essential functions may be assigned.**

Please state each essential job function and the approximate percentage of time spent in each function in the spaces provided below. When possible, describe job functions based on natural groupings of work activities and label these groups as essential job functions. Please limit the number of job functions to a total of 6. The percentages of time spent performing the essential functions should add up to 100%.

1	Percent of time spent in this function: _____ %	Essential function: _____
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2	Percent of time spent in this function: _____ %	Essential function: _____
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3	Percent of time spent in this function: _____ %	Essential function: _____
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4	Percent of time spent in this function: _____ %	Essential function: _____
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5	Percent of time spent in this function: _____ %	Essential function: _____
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6 Percent of time spent in this function: <hr style="width: 50px; margin-left: 0;"/> %	Other related duties: <hr style="width: 50px; margin-left: 0;"/>
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III. Supervision and Fiscal Responsibilities

Supervision: Does this position have any supervisory responsibilities or direct the work of others? If so, please list below the type of supervision/work direction provided by this position and to whom it is given.

Fiscal Responsibilities: Does this position have responsibility for managing specific budgeted accounts, analyzing budget transactions, monitoring accounts or does it have full responsibility for planning, forecasting and final approval of budget transactions? If so, please list below what fiscal responsibility the position has and approximately the dollar amount associated with that responsibility.

IV. Minimum Job Qualifications

Please list any specific previous training, certifications or skills (e.g. computer software training) that can increase competency (knowledge, skills and abilities) in performing this job, and any working conditions that the employee may be exposed i.e. temperature, noise, hazardous materials, climbing, hours of work, etc.

PREVIOUS TRAINING , KNOWLEDGE, SKILLS OR ABILITIES:

EDUCATION AND EXPERIENCE REQUIREMENTS:

Required:

Required Professional license or certificates:

Preferred:

WORKING CONDITIONS:

HR Reviewed By and Date: