UW-SYSTEM ADMINISTRATION FACULTY/ACADEMIC STAFF/LIMITED POSITION DESCRIPTION

NAME OF EMPLOYEE:

CURRENT OFFICIAL TITLE (If Applicable):

WORKING TITLE (If Different):

PROPOSED OFFICIAL TITLE:

PROPOSED WORKING TITLE (If Different):

DEPARTMENT:

IMMEDIATE SUPERVISOR NAME:

TITLE:

Organizational Chart. Please attach an updated organizational chart showing all employees (including official titles) in the immediate department in which this position is employed.

Signature of Employee Date

Signature of Dean/Division Head Date

Position Duties:

1. Summarize the position's primary function in one short statement.
2. Describe briefly each how the duties in this position have or will be changing. Include all major duties performed in the normal course of work, including facts as to what the duty is, why and how it is performed, and the extent of the position's responsibilities (including authority, accountability, etc.) List the duties in descending order of importance and indicate the average percent of time applied to each duty over the course of a year.

Be specific...use quantitative terms where possible...keep statements brief, concise, and in terms that can be understood clearly.

**1. Former Duties** **Current Duties**

\*You may draw an arrow if the current duty is the same as the former duty.

|  |  |  |  |
| --- | --- | --- | --- |
| **1.** | **%** | **1.** | **%** |
| **2.** |  | **2.** |  |
| **3.** |  | **3.** |  |
| **4.** |  | **4.** |  |
| **5.** |  | **5.** |  |

1. Please provide the minimum number of years of education that are necessary for a person entering this title
   1. If a specific degree is required, please indicate what field or fields is necessary.
   2. Indicate any special training and/or professional certificates/licenses required of an incumbent in this position, other than that previously described.
   3. How many years of related work experience do you believe are required for a person entering the title?
2. In what ways is the position responsible for managing budgets, generating revenues,

and/or controlling costs?

|  |  |
| --- | --- |
|  | Approximate Dollars |
| Assists in budget preparation |  |
| Develops budget recommendations |  |
| Reviews expenses against budget |  |
| Maintains inventory at appropriate level |  |
| Other (please specify) |  |

1. Complete only if employee supervises staff or acts as a lead worker for staff; otherwise, go to question #6. Check the nature of supervision exercised:

To supervise staff involves planning, assigning and checking work and/or formally participating in the hiring and evaluation of staff members.

To act as a lead worker is usually limited to assigning and reviewing work with no formal responsibility for hiring and evaluation of staff members.

* 1. How many people does this position supervise or lead either directly or through subordinate supervisors (includes Faculty/Academic Staff/Limited staff, University Staff and student employees and volunteers)?

|  |  |
| --- | --- |
| Job Titles of Staff Members Supervised/Led | Number of Full time Equivalent (FTE) Staff Members Supervised/Led |
|  |  |
|  | FTE |
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|  |  |
|  | FTE |
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|  | FTE |
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|  |  |
|  | FTE |
|  |  |
|  |  |
|  |  |
| Total FTE Staff Members | FTE |
|  |  |

1. Please provide a rational to support the proposal.