**MSUAASF**

**POSITION DESCRIPTION**

**MN State Colleges & Universities**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **CAMPUS HUMAN RESOURCES USE ONLY** | | | | | | | | | |
| Current Range: | |  | | | PCN: | |  | | |
| FLSA Status: |  | | | | Organization Level: | | | |  |
| Date Received in Human Resources: | | | | | | |  | | |
|  | | | | | | | |  | |
| **OFFICE OF THE CHANCELLOR USE ONLY** | | | | | | | | | |
| Range Determination: | | | |  | | | | | |
| Date of Range Determination: | | | | | |  | | | |
| Career Family Code: | | |  | | | | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date:** |  | | | | |
| **Employee Name:** | | | | |  | | |
| **University:** | |  | | | | | |
| **Area & Section:** | | | |  | | | |
| **Department & Program:** | | | | | | |  |
| **Position Title:** | | |  | | | | |

|  |  |
| --- | --- |
| **Assignment Specialty, if applicable:** |  |

***Note:*** *(Attach a detailed* ***organizational chart*** *which clearly indicates reporting relationships and organizational context*.)

|  |  |  |  |
| --- | --- | --- | --- |
| **Employee Signature:** |  | **Date:** |  |
| **Supervisor’s Signature:** |  | **Date:** |  |
| **Supervisor’s Title:** |  | | |

**Appropriate President/Vice President/University Designee's**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Signature:** |  | | **Date:** |  |
| **University Designee’s Title, If Applicable:** | |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **DIMENSIONS**: | | | |
| **Operating Budget:** | $ |  | (not including salaries) |

**Supervision:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Number of People  Directly Supervised | | Total People Supervised  (directly and indirectly) | | Salary  Budget |
|  | Head count | FTE | Head count | FTE |  |
| State Employees |  |  |  |  |  |
| Student Employees\* |  |  |  |  |  |
| Totals |  |  |  |  |  |

*\* including Work Study, Interns, Graduate Assistants, etc.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Position Assigned to Work: | Indicate number of months per year: |  | Months/Year |  | Year |
|  | Indicate whether full or part-time: |  | Full-time |  | Part-time |

**Please identify any special working conditions such as the requirement to "live-in," on-call duty, evening assignments, etc.**

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|  |

**Physical requirements (e.g. lifting and carrying equipment and materials, required overnight travel, etc.)**

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**POSITION SUMMARY**

(One or two sentences summarizing the primary purpose for which this position exists):

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|  |

**DUTIES AND RESPONSIBILITIES**:

(Percent of time should reflect time over the course of a year. Add rows to the table or use additional sheets as necessary to provide a detailed description of these responsibilities.)

|  |  |  |  |
| --- | --- | --- | --- |
| **Resp#** | **% Of**  **Time** | **Description of duties and responsibilities** | **Essential**  **(Y/N)** |

|  |  |  |  |
| --- | --- | --- | --- |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |
| 6. |  | *Press Tab to add another row or use cursor to move to next section. Be sure to delete this text.* |  |

**QUALIFICATIONS FOR APPOINTMENT**

Knowledge, skills and abilities required to perform duties and responsibilities described above:

|  |
| --- |
|  |

**REQUISITE EDUCATION AND EXPERIENCE**

(Enter minimum number of years of formal education and/or experience which are required to perform the duties listed above. Do not list preferred qualifications, or an incumbent's current educational qualifications.)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Education:** |  | | | |
| **Professional Licensure / Certification:** | | | |  |
| **Experience: Number of Years:** | | |  | |
| **Type of Experience:** | |  | | |

**Which types of experience might be substituted for the education requirements?**

|  |
| --- |
|  |

**Other Special Requirements:**

|  |
| --- |
|  |

**This description is not intended to limit or in any way modify the right of any supervisor to assign, direct and control the work of employees under her/his supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.**