**MSUAASF**

**POSITION DESCRIPTION**

**MN State Colleges & Universities**

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| --- |
| **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 PeopleDirectly Supervised | Total People Supervised(directly and indirectly) | SalaryBudget |
|  | 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?**

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| --- |
|       |

**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.**