Please read the following instructions carefully before completing the Position Description Document.

PURPOSE:
The purpose of this document is to gather information about the job and its requirements. This information will be used to ensure that the job is properly classified and valued in Indiana University Southeast’s Classification and Pay Program.

Please take the time to complete this document as completely and accurately as possible. Before you begin to complete this document, please take a minute to review the following instructions.

INSTRUCTIONS:

1. Look over the entire questionnaire to make sure you understand the questions.

2. Provide responses which accurately represent the way the job currently functions. Keep these points in mind:
   • Consider the job's usual responsibilities. Do not dwell on limited, short-term tasks or future responsibilities. Focus on those duties that are an essential and regular part of the job.
   • Consider the job and its requirements, not an individual's personal background or how you would like to see the job performed.

3. Answer all of the questions. Leave nothing blank even if the position is new.

4. Have the employee and supervisor/manager sign and date the document.

5. Forward the completed document to Human Resources.

6. Retain a copy of the document for your files.
INDIANA UNIVERSITY

POSITION DESCRIPTION FOR STAFF POSITIONS
Managers are responsible for structuring the duties and responsibilities assigned to positions. This document is to document the duties and responsibilities officially assigned to the below position, as of the indicated date.

Position descriptions have many purposes, including: recruitment and selection, new hire orientation, on-going performance management and development, staffing analysis, position classification, etc. (not intended to be inclusive).

Position descriptions should be updated as needed to reflect significant changes in duties and/or responsibilities.

Follow campus specific procedures to submit this document.

How to use this document: This document MUST be named and saved before completing. To enter information, use the TAB key or place the cursor in the shaded field. Except for Mac users, help is available for certain fields by pressing the F1 key.

Date
Position #
Department name
Department ID
Position title
Incumbent's name
Supervisor's name and title

A. PRIMARY ROLE
In the box below, type a brief summary of the position’s primary role within the university, campus, or department.

B. PRIMARY JOB DUTIES AND RESPONSIBILITIES
List the percentage and description of each primary duty and responsibility assigned to the position, including “what,” “how,” and “why” work is performed. Total must equal 100%.

% of Time                     Duty/responsibility
C. Qualifications

List the minimum qualifications of the position in each of the following sections. The qualifications should be directly related to the position’s primary duties and responsibilities, not necessarily the incumbent’s attributes.

Minimum education:  the minimum education required to perform the above primary role of this position.

Minimum experience:  the minimum years of applicable and relevant work experience that would be necessary to effectively perform in the position.

Required knowledge, skills and abilities:  specific knowledge, skills, abilities, and special licenses needed to effectively perform in the position (software, professional certifications, drivers’ license, languages, etc.).

Equipment utilized:  equipment with which the incumbent must be familiar or will be required to operate or use.

D. Level of Decision Making

Describe the extent to which the responsibilities are designed to follow established policies and procedures and/or make decisions which will affect outcomes. Provide examples that reflect the primary role of the position and how the position would address a problem that may arise.

E. Scope and Impact

Describe the level of job complexity and scope of influence (university, campus, school, RC, program, project, etc.). Provide examples of direct responsibility and accountability for policy development and/or administration, if applicable.
**F. Direction Provided to Others**

Describe the level of job complexity and scope of influence (university, campus, school, RC, program, project, etc.). Provide examples of direct responsibility and accountability for policy development and/or administration, if applicable.

List the name(s) and position title(s) for all individuals supervised and indicate type of supervisory responsibility using the following key:

1 = Provide direction and guidance on day-to-day work and may have a lead role  
2 = Interview, select and train  
3 = Ability to hire and involuntary terminate  
4 = Set and adjust rates of pay and work hours

<table>
<thead>
<tr>
<th>Incumbent name/position number</th>
<th>Position title/classification</th>
<th>Supervisory responsibilities</th>
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<tbody>
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</tbody>
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**G. Physical Requirements**

Describe the physical demands, if any, that are representative of those that must be met by an employee to successfully perform the primary functions of this position.

**H. Comparable Positions**

List positions with comparable duties and responsibilities and similar scope of responsibility.

<table>
<thead>
<tr>
<th>Position number</th>
<th>Position title/classification</th>
<th>Department/RC</th>
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</table>
I. APPROVAL AND ACKNOWLEDGEMENT

Print this document and obtain the employee, immediate supervisor, and next level manager signatures. The hard copy with original signatures is to be kept in the department’s files.

Immediate supervisor: acknowledgement that the above is an accurate position description.

   Electronic signature   Date

Next level manager: acknowledgement that she/he is in agreement with the above allocation of duties and responsibilities.

   Electronic signature   Date

Employee acknowledgement: acknowledgement that she/he has been provided the above information.

   Electronic signature   Date

J. ORGANIZATION’S REPORTING STRUCTURE

Forward an electronic copy (via e-mail) of an up-to-date organizational chart, including titles, position numbers, and incumbents’ names for each position shown to the Campus Human Resources Office.

The statements contained in this document reflect general details as necessary to describe the principal functions assigned to this position, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Other duties and responsibilities may be assigned, including work in other functional areas, to cover absences, equalize peak work periods, or otherwise to balance the workload.