

HR Use Only

- Exempt
- 1. Exec
- 2. Admin
- 3. Prof
- 4. Computer

Nonexempt

Notify Unit

Date:

KANSAS STATE UNIVERSITY

PER-23
02/2007

POSITION DESCRIPTION
UNCLASSIFIED PROFESSIONAL POSITIONS

Employee's Name _____ New Position ___ Existing Position ___
 Business Title _____ Position # (HRIS) _____
 Department/Unit _____ Job Code _____
 Department ID _____ Job Title _____
 College/Organizational Unit _____
 Departmental Contact and Phone Number _____

A. CONDITIONS OF APPOINTMENT

Term ___ Regular ___ 9 Month ___ 12 Month ___
 FTE _____ Hours of Work _____

B. ORGANIZATIONAL STRUCTURE

1. Name, title, and position number of person to whom position reports.

2. Positions reporting directly to this position: Names, Titles and Position Numbers.

3. Briefly state the purpose of the position.

C. DESCRIPTION OF JOB RESPONSIBILITIES

Group and number responsibilities and assign percentage of time spent on each. Please identify each group of responsibilities as essential or marginal.

D. QUALIFICATIONS

1. Education Required

2. Experience Required

3. Other Requirements

4. Preferred Qualifications

5. Salary or Range

E. Attach an organizational chart

SIGNATURES

Employee

(Date)

Administrator

(Date)