

**KANSAS STATE UNIVERSITY
POSITION DESCRIPTION
UNCLASSIFIED PROFESSIONAL POSITION**

Position #: _____
Contact Person: _____

PART I – REASON FOR ACTION

CHECK ONE: New Position Existing Position
 Reclassification of Vacant Position Reclassification of Employee Conversion of Classified Position

PART II – POSITION INFORMATION

CURRENT	PROPOSED
Department	Department
Department ID	Department ID
College/Unit	College/Unit
Employee	Employee
Employee ID	Employee ID
Job Title	Job Title
Job Code	Job Code
Business Title	Business Title
TYPE OF APPOINTMENT	TYPE OF APPOINTMENT
<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time _____%	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time _____%
<input type="checkbox"/> Term _____	<input type="checkbox"/> Term _____
<input type="checkbox"/> Regular <input type="checkbox"/> Temporary <input type="checkbox"/> 9 Month <input type="checkbox"/> 12 Month	<input type="checkbox"/> Regular <input type="checkbox"/> Temporary <input type="checkbox"/> 9 Month <input type="checkbox"/> 12 Month
Hours of Work _____ AM/PM to _____ AM/PM	Hours of Work _____ AM/PM to _____ AM/PM

PART III- ORGANIZATIONAL INFORMATION

1. Briefly state the purpose of the position. If this is a request to reclassify or convert a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors that changed the duties and responsibilities of the position.
Attach an organizational chart.

 2 List the name, title, and position number of the supervisor of the employee in this position.

 3. List the name, title and position number of each employee who is supervised and evaluated by the employee in this position.

 4. Does the employee’s primary duty consist of work requiring the exercise of independent discretion and judgment? If yes, please give an example.

PART IV – DEFINITION OF WORK

CHECK THE DESCRIPTION THAT CHARACTERIZES THE WORK

Teaching. Extensive interactions with students in classroom instructional and educational programs and/or outside of the classroom that are part of the regular academic and educational experiences. May include administrative time directing or coordinating educational and academic support activities	
Research. Plan and conduct experiments, keep laboratory record and write, and edit manuscripts and articles, complete diagnostic tests and determine, carryout and modify methods, procedures and techniques, design, fabricate, calibrate and repair research equipment; prepare grant applications; and monitor expenditures.	
Program Administration and Management. Work may involve a mixture of administrative and management responsibilities in financial aid, extension and outreach, student recruitment, student services, education problems and issues, business affairs. Work ranges from routine to very complex and requires exercise of discretion, judgment, and personal responsibility.	
Computer/Information Technology. Provides basic to complex technical support for computer hardware, software, peripherals and network applications used by students, faculty and staff. Work may include modification of software, development and implementation of systems security policies and procedures; analysis, planning, design, implementation, documentation, assessment, and management of the system hardware and software.	
Check all that apply	Systems analysis, including determining hardware, software or system functional specifications
	Design, development, documentation, analysis, creation or testing of computer systems or programs
	Operation, repair, or maintenance of computer hardware, networks or equipment
	Help –desk, network and/or software support to end users

PART V - JOB RESPONSIBILITIES AND QUALIFICATIONS

Group and number responsibilities and assign percentage of time spent on each. Please identify each group of responsibilities as essential or marginal. If this is a reclassification, also identify each existing duty with “ED” and each new duty with, “ND.” Total of duties should equal 100%.

Number	Essential or Marginal (E or M)	% of time	Description of Duty

QUALIFICATIONS

1. Education Required

2. Experience Required

3. Other Requirements

4. Preferred Qualifications

5. Salary or Range

PART VI – SIGNATURES

Employee

Date

Administrator

Date

PART VII – CLASSIFICATION ACTION FOR AFFIRMATIVE ACTION AND HUMAN RESOURCES USE ONLY

Classification: Classified Unclassified

FLSA Status: Exempt: Executive Administrative Professional Computer

(Determined by Non-Exempt
Human Resources)

Position Number: _____

Job Title: _____

Job Code: _____

Effective Date: _____

Signature: _____

Office of Affirmative Action