

6. Describe fully the job duties to be performed (For what is the individual responsible? What are the most important characteristics of the job?). Use additional sheet of paper if more room is needed. Copy of Job Posting is acceptable to answer the question if it accurately describes the position.

7. Does this position supervise other staff members (do not include student workers)?
 Yes – How many? _____
 No

8. Will travel be required in order to perform the job duties? ____Yes ____No
If yes, explain travel requirements:

9. State the MINIMUM education (specify degree and major field of study) that is necessary for someone to competently do the job. Do not indicate what is preferable. Only list what is **required** for this position.

10. Is employment experience required? ____ Yes ____ No
If yes, specify the number of months of experience required _____

11. Special Requirements – List specific skills, licenses/certificates/certifications, and other requirements needed to perform this job.

Name of person completing this form _____

Signature _____

Date _____