Job Description

Position Title: Academic Hourly Administrative, Clinical, Research or Teaching:

Position #:

PAPE#:

Pclass Code:

Organization Name:

Organization Code:

Primary Position Function/Summary (1-2 sentence summary):

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Major Duties and Responsibilities (detailed duties):

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Education:

- Required:
- Preferred:

Experience:

- Required:
- Preferred:

Training (needed to be considered for the position; do not include any on-the-job training needed):

Knowledge Requirements:
• Required:

• Preferred:

AHR approval: ____________________________ Date: ____________________________

Incumbent signature: ____________________________ Date: ____________________________

Supervisor: ____________________________ Date: ____________________________