

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):

Major Duties and Responsibilities (detailed duties):

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:** _____