University of Illinois at Urbana-Champaign
Pre-Professional Graduate Assistant
Duty Analysis

Employee Name:

UIN:

Degree Program: iSchool

University Job Title: Pre-Professional Graduate Assistant

Unit Name:

Position Number:

Percent of PGA Appointment:

Primary Position Function/Summary:

Organizational Chart:
- Provost
- Dean of Libraries and University Librarian

Position Requirements and Qualifications
Education:

Experience:

Training:

Knowledge
Required:

Preferred:

Supervisory Control:

Supervisor:
Provide a brief summary on how the duties outlined above help the student gain experience, practice or guidance significantly connected to his or her field of study and career preparation. Additional information related to the type of work that the employing unit is responsible for would be helpful.

List all job duties for this PGA appointment: In this format, list as many duties as are appropriate

<table>
<thead>
<tr>
<th>List Job Duties</th>
<th>Estimated % of Employees Time Spent Performing Each Duty</th>
<th>Does this duty contribute to helping the student gain experience, practice or guidance significantly connected to his or her field of study and career preparation? Y/N</th>
</tr>
</thead>
<tbody>
<tr>
<td>Duty 1</td>
<td></td>
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<tr>
<td>Duty 2</td>
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<td>Duty 3</td>
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<td>Duty 4</td>
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<td>Duty 5</td>
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<tr>
<td>Duty 6</td>
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</tbody>
</table>

Total should add up to 100%.
Signatures:

_____________________________               ______________________________
Employee                              Date

_____________________________               ______________________________
Supervisor                            Date

_____________________________               ______________________________
Human Resources Representative          Date