

**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

	List Job Duties	Estimated % of Employees Time Spent Performing Each Duty	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
Duty 1			
Duty 2			
Duty 3			
Duty 4			
Duty 5			
Duty 6			
Total should add up to 100%.			

Signatures:

Employee

Date

Supervisor

Date

Human Resources Representative

Date