

# WESTERN OREGON UNIVERSITY

## Unclassified Professional Staff Position Description

Initial  
Date:

Revised  
Date:

### Purpose of the Position Description

- To record the essential functions of the position
- To record special requirements
- To record required knowledge and skills to perform the duties of the position
- To record special working conditions
- To aid in recruitment and selection
- To establish Management's expectations
- To provide a base for managing performance

### Position Status

Incumbent's Name: \_\_\_\_\_  
Position Title: \_\_\_\_\_  
Position Number: \_\_\_\_\_  
Department/Division: \_\_\_\_\_  
Type of Appointment: 12 mo. \_\_\_\_\_ 9 mo. \_\_\_\_\_ Other \_\_\_\_\_  
Contract Period: \_\_\_\_\_ to \_\_\_\_\_  
Supervisor: \_\_\_\_\_

### Program Information

- A. Describe the general program in which this position exists. Include program purpose, size, scope and relationship to the University's mission.
- B. Describe the purpose of this position and how it functions within this program.

### Position Information and Qualifications

A. Description of Duties/Responsibilities:

List **major** duties assigned to the position. Note the percentage of time each listed duty is performed. Place an asterisk (\*) by each duty that represents an essential function.



Other (specify) \_\_\_\_\_ Total FTE: \_\_\_\_\_

G. Decision-Making Authority:

Describe the breadth and scope of decision-making authority and discretion the position has to formulate, implement, evaluate, approve and/or modify department/university policy, procedures, and/or programs. Describe the type of review and/or approval required by a higher level.

H. Additional Information:

List any additional information that would help describe the nature of the position. Attach appropriate Organizational Chart.

\_\_\_\_\_  
Employee Date Supervisor Date

**Human Resources Use Only:**

Date Received: \_\_\_\_\_ HRS Signature: \_\_\_\_\_

FLSA Status:     \_\_\_ Exempt from overtime     \_\_\_ Eligible for overtime  
                           \_\_\_ Executive  
                           \_\_\_ Administrative  
                           \_\_\_ Professional

Comment: \_\_\_\_\_

Western Oregon University reserves the right to change this position description at any time.