Unclassified Professional Staff
Position Description

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 “EF” in the appropriate column next to each duty that is an Essential Function of the position.

<table>
<thead>
<tr>
<th>% of Time</th>
<th>EF</th>
<th>Duties</th>
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B. **Required Qualifications:**
List any certificates, licenses, academic degrees, or experience required to perform the duties of this position. Indicate if a combination of education and experience is acceptable.

C. **Preferred Qualifications:**
Describe preferred education, experience, skills, licenses, certificates, and other qualification for this position.

D. **Knowledge Areas:**
List the major areas of knowledge that are required to perform the duties of this position.

E. **Budget Authority:**
Indicate the level of the position’s responsibility for the development, control, and monitoring of budget. Indicate the size of the budget. Check all that apply.

- [ ] Develops, monitors*, and controls* $__________
- [ ] Delegated authority to monitor budget $__________
- [ ] Limited approval authority for purchase $__________
- [ ] Purchase only with higher level approval $__________

*Monitor means to review and approve expenses; control means to authorize budget transfer at the department level.
F. **Supervisory Authority:**
If this position has the authority to act or effectively recommend action affecting employees in the follow areas, check all that apply.

- __ Hire  __ Transfer  __ Discipline  -- Dismiss  __ Layoff  __ Promote
- __ Assign work  __ Recommend salary adjustments  __ Approve requests (i.e. leave)
- __ Respond to complaints/grievances  __ Conduct performance assessments
- __ Give direction

G. **Positions supervised:**

- **Number of Teaching Faculty**  _____  Total FTE:  _____
- **Number of Classified Staff**  _____  Total FTE:  _____
- **Number of Unclassified Staff**  _____  Total FTE:  _____
- **Student Employees (average per term)**  _____  Total FTE:  _____
- **Other (specify)**  ___________  _____  Total FTE:  _____

H. **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.

I. **Additional Information:**
List any additional information that would help describe the nature of the position. Attach appropriate Organizational Chart.

____________________________________  ___________  ___________
Employee                Date                Supervisor                Date
Western Oregon University reserves the right to change this position description at any time.