

**Position Description**

**PART A- Identification**

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| **1. Name of Employee:** Click or tap here to enter text. | **2. Empl ID #:** Click or tap here to enter text. |
| **3. Position #:** Click or tap here to enter text. | **4. Job Family Name/ #:** Choose an item. |
| **5. Functional Title:** Click or tap here to enter text. |
| **6. Position Type** | [ ]  | **Full Time** | [ ]  | **Part Time**  | **If Part-Time, how many hours per week:** Click or tap here to enter text. |
| **7. Position Length** | [ ]  | **9-month** | [ ]  | **10-month** | [ ]  | **11-month** | [ ]  | **12-month** | [ ]  | **Other** |
| **HR Use only**  | [ ]  | **Exempt** | [ ]  | **Non-Exempt** |
| **8. Department Name:** Click or tap here to enter text. | **9. Department #:** Click or tap here to enter text. |
| **10. Name of Supervisor:** Click or tap here to enter text. | **11. Supervisor Position #:** Click or tap here to enter text. |
| **12. What is the purpose of this position? (Why does the position exist?)** Click or tap here to enter text. |
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**PART B – Essential Duties/Responsibilities**

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| * It is the responsibility of all employees to follow safety rules, help identify unsafe working conditions, and stop co-workers who are working in an unsafe manner.
* It is also the responsibility of all employees to provide exceptional service to both internal and external customers.

**Check this box if this position is considered essential during emergencies/closures:** [ ] (Essential personnel may be required to work during emergencies and closures affecting NDSU depending on staffing levels required for that particular situation. |

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| **Duty/Responsibility No:**  |  1 | **Percent of Time:** |  Click or tap here to enter text. |
| **Statement of duty/responsibility:** Click or tap here to enter text. |
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| **Tasks involved in fulfilling duty/responsibility:**Enter any content that you want to repeat, including other content controls. You can also insert this control around table rows in order to repeat parts of a table. |
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| **Duty/Responsibility No:**  |  2 | **Percent of Time:** |  Click or tap here to enter text. |
| **Statement of duty/responsibility:** Click or tap here to enter text. |
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| **Tasks involved in fulfilling duty/responsibility:**Enter any content that you want to repeat, including other content controls. You can also insert this control around table rows in order to repeat parts of a table. |
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| **Duty/Responsibility No:**  |  3 | **Percent of Time:** |  Click or tap here to enter text. |
| **Statement of duty/responsibility:** Click or tap here to enter text. |
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| **Tasks involved in fulfilling duty/responsibility:**Enter any content that you want to repeat, including other content controls. You can also insert this control around table rows in order to repeat parts of a table. |
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| **Duty/Responsibility No:**  |  4 | **Percent of Time:** |  Click or tap here to enter text. |
| **Statement of duty/responsibility:** Click or tap here to enter text. |
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| **Tasks involved in fulfilling duty/responsibility:**Enter any content that you want to repeat, including other content controls. You can also insert this control around table rows in order to repeat parts of a table. |
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| **Other Duties as Assigned (non-essential functions)** |
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| **Duty/Responsibility No:**  |  5 | **Percent of Time:** |  Click or tap here to enter text. |
| **Statement of duty/responsibility:** Click or tap here to enter text. |
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| **Tasks involved in fulfilling duty/responsibility:**Enter any content that you want to repeat, including other content controls. You can also insert this control around table rows in order to repeat parts of a table. |
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**PART C – Education & Experience**

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| **Minimum Education/Experience** (i.e. Associate's Degree and 3 years of experience): |
| Enter any content that you want to repeat, including other content controls. You can also insert this control around table rows in order to repeat parts of a table. |
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| Minimum Licenses/Certifications:Enter any content that you want to repeat, including other content controls. You can also insert this control around table rows in order to repeat parts of a table. |
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| **Preferred Education/Experience** (i.e. Bachelor's Degree): |
| Enter any content that you want to repeat, including other content controls. You can also insert this control around table rows in order to repeat parts of a table. |
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| Preferred Licenses/Certifications:Enter any content that you want to repeat, including other content controls. You can also insert this control around table rows in order to repeat parts of a table. |
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| **Core Competencies:** |
| Enter any content that you want to repeat, including other content controls. You can also insert this control around table rows in order to repeat parts of a table. |
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| **2. SUPERVISION OF OTHERS** |
| Is responsible for directly supervising others? | [ ]  | **Yes** | [ ]  | **No** |
| Is responsible for indirectly supervising others? | [ ]  | **Yes** | [ ]  | **No** |

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| **Hazardous Working Conditions** |
| Unusual or hazardous working conditions related to performance of duties: Enter any content that you want to repeat, including other content controls. You can also insert this control around table rows in order to repeat parts of a table. |
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| Precautionary measures taken to avoid those unusual or hazardous working conditions:Enter any content that you want to repeat, including other content controls. You can also insert this control around table rows in order to repeat parts of a table. |
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| Frequency of occurrence of unusual or hazardous working conditions:Enter any content that you want to repeat, including other content controls. You can also insert this control around table rows in order to repeat parts of a table. |
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| **PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities** |
| **Employee is required, with or without accommodations to:** | **Never** | **1-33% Occasionally** | **34-66% Frequently** | **66-100% Continuously** |
| **Stand** | [ ]  | [ ]  | [ ]  | [ ]  |
| **Walk** | [ ]  | [ ]  | [ ]  | [ ]  |
| **Sit** | [ ]  | [ ]  | [ ]  | [ ]  |
| **Use hands dexterously (use fingers to handle, feel)** | [ ]  | [ ]  | [ ]  | [ ]  |
| **Push** | [ ]  | [ ]  | [ ]  | [ ]  |
| **Pull** |[ ] [ ] [ ] [ ]
| **Reach with hands and arms** | [ ]  | [ ]  | [ ]  | [ ]  |
| **Climb or balance** | [ ]  | [ ]  | [ ]  | [ ]  |
| **Stoop/kneel/crouch or crawl** | [ ]  | [ ]  | [ ]  | [ ]  |
| **See** | [ ]  | [ ]  | [ ]  | [ ]  |
| **Talk or hear** | [ ]  | [ ]  | [ ]  | [ ]  |
| **Taste or smell** | [ ]  | [ ]  | [ ]  | [ ]  |
| **Lift & Carry:** | **up to 10 pounds** | [ ]  | [ ]  | [ ]  | [ ]  |
| **up to 25 pounds** | [ ]  | [ ]  | [ ]  | [ ]  |
| **up to 50 pounds** | [ ]  | [ ]  | [ ]  | [ ]  |
| **up to 75 pounds** | [ ]  | [ ]  | [ ]  | [ ]  |
| **up to 100 pounds** | [ ]  | [ ]  | [ ]  | [ ]  |
| **more than 100 pounds** | [ ]  | [ ]  | [ ]  | [ ]  |

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|   | **This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position** |   |
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|   |   |  |   |   |
|   | **Employee's Signature** |  |  |  | **Date** |  |   |
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| **Please Attach an Organizational Chart** |
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