



OFFICE OF  
HUMAN RESOURCE MANAGEMENT  
JOB DESCRIPTION

**POSITION DATA**

**Position Number:**

**Title Description:**

**Pay Level/ Job Code:**  
*Classified Only*

**Title Level:**

**Employee Type:**

**Approved Working Title:**

**Position Type:**

**College/Unit:**

**Standard Hrs/Wk:**

**Department Name:**

**Percent Effort:**

**Position Costing (PG):**

**Essential:**

**Training Series:**  
*Classified Only*

**Supervisory Duties:**

**Faculty Status:**

**ORGANIZATIONAL STRUCTURE**

**Reports to Position:**

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**Supervise Position(s):**

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**SUMMARY INFORMATION**

**Eligible for Shift Pay**

**Eligible for On-Call**

**Eligible for Premium Pay**

**Job Summary: Overview of position & its purpose.**

**JOB RESPONSIBILITES****% OF TIME SPENT**

1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		

If providing teaching instruction, select all that apply:

Undergraduate

Graduate

Non-credit

**MINIMUM QUALIFICATIONS**

<b>Education Level</b>	
<b>Specific Degree Required</b> <i>(if applicable)</i>	
<b>Experience Substitute</b> <i>(if yes, specify substitution)</i>	
<b>Years of Experience</b>	
<b>Specific Experience</b>	

**PREFERRED QUALIFICATIONS**

<b>Education Level</b>	
<b>Specific Degree Required</b> <i>(if applicable)</i>	
<b>Years of Experience</b>	
<b>Specific Experience</b>	

**SPECIAL AND/ OR PHYSICAL QUALIFICATIONS**

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**CERTIFICATIONS AND/ OR LISCENSES**

<b>Requirements</b>	<b>Description</b>

**JOB COMPETENCIES**

	<b>Competencies</b>	<b>Proficiency</b>
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

**EEO Statement:** The LSU System is an equal opportunity/equal access employer.

**American’s with Disabilities:** The LSU System is in compliance with the Americans with Disabilities Act.

Job Description Date Created: \_\_\_\_\_

Job Description Date Revised: \_\_\_\_\_

- ❖ The intent of this job description is to provide a representative summary of the types of responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific responsibilities of any particular position.
- ❖ Employees may be requested to perform job-related tasks other than those specifically presented in this description.

**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

\*By signing this document, the employee acknowledges receipt of this job description.

\*Employee shall retain a copy of this position description for their records.