

LSUE

OFFICE OF

HUMAN RESOURCE MANAGEMENT

JOB DESCRIPTION

POSITION DATA

Position Number:	Title Description:
Pay Level/ Job Code: <i>Classified Only</i>	Title Level:
Employee Type:	Approved Working Title:
Position Type:	College/Unit:
Standard Hrs/Wk:	Department Name:
Percent Effort:	Position Costing (PG):
Essential:	Training Series: <i>Classified Only</i>
Supervisory Duties:	Faculty Status:

ORGANIZATIONAL STRUCTURE

Reports to Position:		
Supervise Position(s):		

SUMMARY INFORMATION

Eligible for Shift Pay	Eligible for On-Call	Eligible for Premium Pay
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Job Summary: Overview of position & its purpose.

JOB RESPONSIBILITIES		% 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

Education Level	
Specific Degree Required (if applicable)	
Experience Substitute (if yes, specify substitution)	
Years of Experience	
Specific Experience	

PREFERRED QUALIFICATIONS

Education Level	
Specific Degree Required (if applicable)	
Years of Experience	
Specific Experience	

SPECIAL AND/ OR PHYSICAL QUALIFICATIONS

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CERTIFICATIONS AND/ OR LISCENSES

Requirements	Description

JOB COMPETENCIES

Competencies		Proficiency
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.