

ADMINISTRATIVE/PROFESSIONAL POSITION FORMAT

AP-9
Rev. 2/97

POSITION NUMBER: _____

ON CAMPUS TITLE: _____

CHIEF OBJECTIVE OF THE POSITION: _____

(This statement should be limited to no more than two or three sentences. It should state the purpose of the position or the essential aspect of the job)

WORK, TASK, DUTIES:

1: (These statements of task and duties tell what, why and how the work is done. Use as many as you need.)

2.

3.

4.

SUPERVISION RECEIVED: (Reports to _____)

SUPERVISION GIVEN: (Supervises _____)

EDUCATION REQUIRED: (Must have a Masters Degree in _____)

(The minimum education required must state the following:
Must have a Masters Degree in _____: or a
Bachelor's Degree and work experience at a level which
equates to an advanced degree)

EXPERIENCE REQUIRED: (Level and type)

ABILITIES REQUIRED: (A demonstrated competence to perform observable behavior
or a behavior that results in a observable product)

YOU MAY ADD KNOWLEDGE AND SKILLS REQUIRED. YOU MAY ADD KNOWLEDGE,
SKILLS AND ABILITIES PREFERRED.