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| The University of Toledo |
| Position Description |

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| Date: Created Revised |  |  | FLSA: Exempt  Non-Exempt  State: Classified  Unclassified  Union: AFSCME  CWA  X UTPPA  Union Exempt |
| Position Title: |  |  |
| PCN: |  |  |
| Employee’s Name: |  |  |
| Department: |  |  |
| Reports To (***title***): |  |  |

# General Summary

(Insert general statement of what the position is primarily responsible for providing in terms of service/function.)

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#### Principal Duties and Responsibilities

(Estimate percent of time spent on each duty during a typical work period; per day, week, month or year.)

|  |  |  |
| --- | --- | --- |
| Rank  (List in order of importance) | List of Job Duties (Start each duty with an action verb such as “operate,” “repair,” “perform,” “manage,” or “coordinate,” etc.) | Percent of Time |
| *Example:*  *1.* |  |  |
| *2.* |  |  |
| *3.* |  |  |
|  | TOTAL | *100%* |

Impact on the Organization (Consider and include budget impact/accountability, regulatory compliance, patient care, student retention and any other factors which indicate the significant impact of your job on the organization, department or unit.)

# Qualifications/Knowledge, Skills & Abilities (Indicate minimum required to qualify or perform this job.)

**Education/experience/licensing:**

Communication and other skills:

Reporting Relationships

Working Conditions

The above list of duties is intended to describe the general nature and level of work performed by people assigned to this classification. It is not to be construed as an exhaustive list of duties performed by the people so classified, nor is it intended to limit or modify the right of any supervisor to assign, direct and control the work of employees under his/her supervision.

The signatures below indicate that the employee and supervisor reviewed the position description on the date shown:

Employee Name (PLEASE PRINT) Employee Signature Date

*(w/credentials, if applicable)*

Supervisor Name (PLEASE PRINT) Supervisor Signature Date

*(w/credentials, if applicable)*