

**System Office**

**SUOAF Position Description**

**Position Title:** (Complete)

**Rank:** (This section to be completed by SO HR upon approval)

**Department**: (Complete)

**Supervisor**: (Complete)

**POSITION SUMMARY**

Provide a summary of the position that includes an overview of the position and expectations for the position. Identify immediate supervisor.

**SUPERVISION EXERCISED**

Identifies subordinate positions supervised.

**POSITION RESPONSIBLITIES**

Provide an overview of the position, such as “The (job title) is responsible for…

The following examples of duties illustrate the general range of tasks assigned to the position but are not intended to define the limits of required duties. Other essential duties may be assigned consistent with the general scope of the position.

* List Duty
* List Duty
* List Duty
* List Duty
* Add more if necessary

**QUALIFICATIONS**

# (Include education and experience, both required and preferred).

A (level) degree in (discipline) is required, along with (number) years of professional experience in (describe).

The (Job Title) is required to have demonstrated knowledge and abilities in the following areas:

* Describe
* Describe
* Describe
* Add more if necessary

These qualifications may be waived for individuals with appropriate alternate experience.

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For CSCU Date For SUOAF Date

Tracking #