



JOB DESCRIPTION

POSITION DATA

Position Number:

Title Description:

Title Code:

Title Level:

Employee Type:

Approved Working Title:

Position Type:

College/Unit:

Standard Hrs/Wk:

Department Name:

Percent Effort:

Department Code:

FLSA Status:

**Training Series:
(Classified Only)**

Essential:

**Faculty Status:
(if applicable)**

**Supervisory:
Duties**

ORGANIZATIONAL STRUCTURE

Reports to Position:

Supervise Position(s):

SUMMARY INFORMATION

Eligible for Shift Pay: _____

Eligible for On-Call: _____

Eligible for Premium Pay: _____

Job Summary: Overview of position and its purpose.

	Job Responsibilities	% of time spent
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		

If providing teaching instruction, select all that apply: Undergraduate Non-Credit
 Graduate

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 or Physical Qualifications (if applicable):

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Certifications/Licenses:

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 (ADA).

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 his/her records.