



JOB DESCRIPTION TEMPLATE

**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**

 Salary Range: \_\_\_\_\_

Proposed Salary: \_\_\_\_\_ 

 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

**Education/Experience (Minimum Qualifications)**

Education Level	Years of Experience	Experience Substitutable	Specific Degree Required	Additional Details

 **Preferred Qualifications**

Education Level	Years of Experience	Additional Details

 **Special or Physical Qualifications (if applicable)**

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**Job Competencies**


	 <b>Competencies</b>	<b>Proficiency</b> 
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

 **Certifications/Licenses:**

<b>Requirements</b>	<b>Description</b>


**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:** \_\_\_\_\_

\*Employee shall retain a copy of this position description for his/her records.