|  |  |
| --- | --- |
| Classification: |  |
| Position # |  |
| Division |  |
| Department |  |
|  |
| **3-5 Sentence Summary Describing the primary purpose of this position.** |
|  |
| **DESCRIPTION OF DUTIES:****A detailed description of the duties and responsibilities assigned to this position.** |
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**ORGANIZATIONAL STRUCTURE**

**Complete the appropriate boxes in the chart below, providing names and job classifications as specified.**

**DO NOT include student workers, interns or graduate assistants.**

|  |
| --- |
| SUPERVISOR: |
|  |
| SUPERVISOR JOB TITLE: |
|  |

|  |
| --- |
| INCUMBENT NAME or VACANT: |
|  |
| CURRENT CLASSIFICATION: |
|  |

|  |  |
| --- | --- |
| Names & Classification of employees reporting to **THIS POSITION** | Names & Classification of employees reporting to the **SUPERVISOR POSITION** |
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