

**SIU Carbondale  
Position Description**

Employee's Name: \_\_\_\_\_ AIS ID: \_\_\_\_\_

Position Information:

Position Title: \_\_\_\_\_ Position #: \_\_\_\_\_

Department: \_\_\_\_\_

This position is:  Administrative/Professional Staff (A/P)  Civil Service Staff

Reason for Position Description

- New Position
- Existing Position Duties Revised
- Newly Hired Employee
- Requested by HR for State Universities Civil Service System Compliance

Action Requested:

- Review for Appropriate Title/Classification
- None (no changes, for updated signatures only) **NO VC SIGNATURE REQUIRED**
- Other: \_\_\_\_\_

*The contents of this position description are an accurate and complete representation of the position.*

Employee: \_\_\_\_\_  
Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

Supervisor: \_\_\_\_\_  
Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

Dean/Director: \_\_\_\_\_  
Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

Vice Chancellor: \_\_\_\_\_  
Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

Chancellor/President: \_\_\_\_\_  
(if required) Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

FOR HR USE ONLY

HR Approval: \_\_\_\_\_ Date: \_\_\_\_\_

or

DER Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Title Code: \_\_\_\_\_ EEO Code: \_\_\_\_\_ Job Code: \_\_\_\_\_ FLSA: \_\_\_\_\_

Please provide the information requested directly on this document. If space available is inadequate, attach additional sheets.

1. **DUTIES AND RESPONSIBILITIES** List in priority order only the essential duties and responsibilities of this position. Essential duties meet the following standards: (1) the function must be done, (2) taking the function from the job would fundamentally change it, (3) the job exists to perform this function, and (4) there would be significant consequences if the function is not done. List in the order of importance.

2. **HUMAN RESOURCES FUNCTIONS**

2.1. Specify the number of employees reporting directly to this position.

Head Count: \_\_\_\_\_ FTE: \_\_\_\_\_

2.2. Specify the number of employees reporting to this position through subordinate supervisors, including student employees.

Head Count: \_\_\_\_\_ FTE: \_\_\_\_\_

3. **PRINCIPAL CHALLENGES** Describe the nature and variety of the most complex problems that are faced by this position.

4. **POSITION SCOPE** Indicate the important scope data applicable to this position which will best describe its size or effect on the University. State all figures on an annual basis.

***(For AP or Civil Service custom classes ONLY)***

4.1. Dollar Measures--e.g., budget (list salaries and operational expenses separately), capital expenditures, educational grants received, annual research program expenditures, etc. Indicate the responsibility of the position for the item listed, (e.g. fiscal officer, delegated fiscal officer, makes recommendations, etc.)

Item	Amount	Responsibility of Position for Item Listed
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

- 4.2. Other scope measurements pertinent to this position, (e.g., number of departments affected, number of students, colleges or departments served, number of items or amount of property purchased, annual cost of educational services, research funds developed, number of students recruited, potential savings to the University as a result of the position's activity, etc.)

Item	Number/Amount	Responsibility of Position for Item Listed
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

5. **QUALIFICATIONS** Minimum education and work experience (including years) to qualify for position. *(For AP or Civil Service custom classes ONLY.)*

6. **OTHER** Describe anything else of significance which is important to the position and not covered elsewhere. For example, knowledge, skills and abilities critical to the performance of the job; any unique conditions outside of a normal office environment; involvement in academic committees and/or outside educational organizations required by the job; or anything else which may be significant to the function of this position.

7. **ORGANIZATIONAL STRUCTURE** Please attach a current departmental organizational chart.