

Position Description and Responsibilities

Please call HR Service Delivery Team with questions

*This form is fillable and therefore needs to be filled out electronically.
Essential Physical Functions should be entered on the Workday position.*

Position Information

Job Profile:
College/Unit:
Department:
Employee Name:

Job Duties and Responsibilities

Job Duty Label is used to identify major functions of the job. A minimum of three entries are required, including one that must read 'Other duties as assigned-5%' (already included on this form). The percent of total time must add up to 100%.

Job Duty Label:
Description of Job Duty:

Percent of total time:

Enter a number with a maximum of 2 digits

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Percent of total time:

Enter a number with a maximum of 2 digits

Job Duty Label:

Description of Job Duty:

Percent of total time:

Enter a number with a maximum of 2 digits

Job Duty Label: Other

Description of Job Duty:
Other duties as assigned.

Percent of total time: 5%