

Clarkson University

JOB DESCRIPTION TEMPLATE

Employee _____ Position Title _____
Department _____ Department Head _____
Immediate Supervisor _____

Note: Job descriptions should be limited to the front and back of a sheet of paper.

I. In one paragraph give a general summary of the position -

*II. Description of duties and responsibilities -
Identify the major duties and responsibilities of this position. (approximately 10)*

III. Supervisory duties - if applicable (do not include supervision of student employees)

*IV. Ergonomic Requirements -
(Physical Requirements)*

*V. Qualifications -
(Education, Experience, other)*

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____

Director/VP/Dean
or President Signature _____ Date _____