

Proposed Job Title: _____ Department: _____

Supervisor: _____ Principal Investor (if different from supervisor): _____

Status: Full-time 12 Month Part-time 10 Month If part-time, indicate # of hours worked per week): _____

1. Indicate the key duties of the job, providing as much detail as possible.

2. Specify the education requirements, indicating whether a specific degree is required/preferred, including discipline.

3. Specify the amount of experience required to do the job.

4. Will this position supervise (coach, discipline, conduct performance review, hire/fire) other staff? If so, what position(s)?

5. What type decisions can this person make independently?

6. Identify any specialized knowledge and/or skills required to perform this job. (Including any specialized technical skills).

Suggested Salary: _____

Request Submitted by: _____

Print Name

Title: _____

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Salary Estimate for Position: _____

FLSA Status: Exempt Non-Exempt

Position Title (if different from Projected Title): _____

Date Provided: _____

This is an estimate only. A full evaluation of this position will be completed upon grant approval and submission of the finalized job description, to determine the final payment classification, status, and salary.