

Norwich University
Position Description: Part II
Summary

The purpose of the Position Description is twofold:

- it provides the basis for understanding between the supervisor and employee in regard to the purpose of the employee's position; the duties and responsibilities assigned to the position; and the skills, knowledge, and abilities required for the successful performance of the job; and
- it provides the basis upon which a classification decision is made.

This Position Description form, in combination with the Position Analysis Questionnaire, is intended to provide an accurate picture of the nature and major requirements of this position. The Position Description is considered complete when both the incumbent of the position and the supervisor of the incumbent have signed this document.

If this is a new or vacant position, the supervisor will have the incumbent review and sign the Position Description at the time of appointment to the position.

If this Position Description is being submitted for a reclassification review, please underline or high-light any new functions assigned to the position since the last review.

- Check one:
- New position
 - Reclassification
 - Update only

1. Employee Name	2. Work phone number
3. Title	1. Work place location: a) Building b) Campus
5. Wage/Salary Rate	6. Percent of Time
7. Name of Supervisor	8. Department/Division
9. Title	10. Work phone number
11. Function of the Employing Department/Unit	
12. General Description of the Position	
13. Responsibilities of the Position	

