Eastern Washington University  
Division of Human Resources, Rights and Risk  
Job Description Template

Date Prepared: ________________  Preapred by: _______________________

Proposed Title: _______________________________________________________

Department: __________________________________________________________

Proposed % of time: __________  Proposed Term of Appointment: _________

Position(s) this position will supervise: ______________________________________

______________________________________________________________

Position Reports to: _________________________________________________

Primary Purpose of Position: ___________________________________________

______________________________________________________________

List the major responsibilities in order of importance and include a description of
associated tasks identifying the essential functions (attach additional sheets if necessary):
______________________________________________________________

______________________________________________________________

______________________________________________________________

______________________________________________________________

List required Knowledge, Skills, and Abilities:
______________________________________________________________

______________________________________________________________

______________________________________________________________

______________________________________________________________
List the Qualification Standards (Education, Licenses, or other special requirements):

List what the position is accountable for:

List the positions decision making authority: