

Position Description Questionnaire for Contract Professional Positions

Title _____

Department _____

Supervisor's Name and Title _____

Date _____

1. In one or two sentences, summarize the purpose of the position.
2. List the major responsibilities of the position.
 - It is assumed that the duties and responsibilities listed are essential functions of the job. If not, any marginal function must be so identified.
 - If instruction is any part of the expectations of this position, check here _____ and describe.
3. For contract professional positions (i.e., not faculty or executive positions), describe the work areas or assignments over which the employee exercises independent judgment, initiative, and discretion.
4. Describe how the decisions made by the person in the position and the results of the work performed affect the projects, programs, and services of the work unit, department, division, and/or University.
5. Describe the extent to which the person in the position is responsible for developing and implementing policies and establishing the goals of the work unit, department, division, and/or University.
6. Describe the extent to which the person in the position controls the use of personnel, materials, equipment, and/or funds of the work unit, department, division, and/or University.
7. Describe the types of contacts regularly encountered in performing the duties of the position. Explain the typical purpose of these contacts, such as providing services, resolving problems, negotiating agreements, supervising staff.
8. Describe the authority of the person in the position to speak or act for the work unit, department, division, and/or University.
9. Describe the extent to which supervisors, regulations, policies, and/or standards direct the accomplishment of the responsibilities and duties of the position.
10. Describe how the position supports or furthers college or University-wide initiatives and priorities such as internationalization, education of the state's Native American peoples, and commitment to affirmative action.
11. Identify the minimum educational requirements of the position, including professional certificates, licenses, or specialized training required and describe the specific knowledge, skills, abilities, and experiences essential to the position. List any preferred qualifications.
12. Identify the one criterion from the A-K list in RHM Section 232.40 that most closely matches the duties and responsibilities of this submission.