**Position Description: [Position Title]**

**Position Details**

|  |  |
| --- | --- |
| Position Details | |
| **Reason for Modification or modification** |  |
| **Justification of Need** |  |
| **Proposed Salary Range** |  |
| **Number of Pays** |  |
| **Contract Term** |  |
| **Union Affiliation** |  |
| **Position Number** |  |
| **Appointment Type** |  |
| **Contract Type** |  |
| **FTE** |  |
| **Time Entry** |  |
| **Timesheet Orgn** |  |
| **Job Number** |  |

**LABOR DISTRIBUTION**

|  |  |
| --- | --- |
| * All positions MUST have appropriate approvals prior to posting. * Dist % totals must add up to 100% | |
| **Index** |  |
| **Acct** |  |
| **Dist %** |  |
| **ORG** |  |

**Position Description**

|  |  |
| --- | --- |
| **Working Title** |  |
| **Position Contact** |  |
| **Department** |  |
| **Role Within Department** | *Attach Org Chart or verbalize position in the department* |

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| --- | --- |
| **Essential Function of the Position** | *Describe in 1-2 sentences:*  *Principal, main, major, or most important function of the employee's job as a whole. This may or may not be the function that requires the most time.* |
| **Current Employee** | *List name of incumbent. If a new position, enter VACANT.* |
| **Salary Frequency** |  |
| **This position has supervisory duties?** |  |
| **If Yes, list the number of FTE supervised (Employees & Student Workers)** |  |
| **Other Considerations** |  |
| **Duties Detail**  List essential functions (primary duties and responsibilities) of the position as well as the duties that the employee exercises independent authority, judgment, initiative and discretion. List any secondary duties assigned to this position. List duties in groups according to functions (i.e. – administrative, accounting, project management, events planning, etc.) | |
| **Duty** |  |
| **Duty Details** |  |
| **Duty Type** | *Primary or Secondary* |
| **Average % of time** |  |
| **Is this a common duty?** |  |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | **Duty** |  | | **Duty Details** |  | | **Duty Type** | *Primary or Secondary* | | **Average % of time** |  | | **Is this a common duty?** |  | | |
| |  |  | | --- | --- | | **Duty** |  | | **Duty Details** |  | | **Duty Type** | *Primary or Secondary* | | **Average % of time** |  | | **Is this a common duty?** |  | | |
|  | |
| **Vacancy Details** | |
| **Brief Position Overview** | *Brief advertisement to entice applicant (1-2 short sentences).* |
| **General Statement** | *Summarize the College, Department, Program and/or Position.* |
| **Duties and Responsibilities** | *List brief overview of essential duties and responsibilities of the position. The duties and responsibilities listed here will be visible to applicants. List details (essential and secondary duties) in Duties Detail tool above.* |
| **Minimum Qualifications** | *Minimum experience and/or education required for an applicant to be considered.*  *List 3 to 5 qualifications of the core competencies for this position.*  *Objective and measurable (experience based and not subjective abilities or characteristics).* |
| **Preferred Qualifications** | *Bulleted list of abilities (soft skills) that an employee needs to be successful. Interviews and Reference calls will be needed to verify or confirm these skills and abilities.* |
| **Successful Candidate Abilities** | *Bulleted list of abilities (soft skills) that an employee needs to be successful. Interviews and Reference calls will be needed to verify or confirm these skills and abilities.* |
| **Physical Demands** | To perform this job successfully, an individual must be able to perform each essential duty satisfactorily with or without reasonable accommodations. The requirements listed above are representative of the knowledge, skill, and/or ability required. |
| **Special Requirements/Additional Information** | This job description should not be construed as an exhaustive statement of duties, responsibilities or requirements, but a general description of the job. Nothing contained herein restricts Montana State University’s rights to assign or reassign duties and responsibilities to this job at any time. |
| **Originator** |  |
| **Hiring Authority** |  |

 FLSA Details (For HR Use only)

|  |  |
| --- | --- |
|  | |
| **Final FLSA Comments** |  |
| **CUPA** |  |
| **JCAT** |  |
| **SOC** |  |
| **MUS SOC** |  |
| FLSA Determination | |
| **FLSA Status** |  |
| **Exemption Type** |  |
| **FLSA Review Conducted By** |  |
| **FLSA Determination Date** |  |

Classification Selection  (For HR Use only)

|  |  |
| --- | --- |
| **NBAJOBS Title** |  |
| **Classification Title** |  |
| **Min Salary** |  |
| **Max Salary** |  |