|  |  |
| --- | --- |
| A. Member(s) of TAMU System:  **Texas A&M University-Kingsville** | B. Department or Division: |
| C. Member ADLOC Account No.: | D. Source of Funds by Type (E&G, Auxiliary, Restricted, etc.): |
| E. Member Funding Account No. (s) & Account Title(s): | F. Duration of Position: |
| G. Place of Work or Headquarters (Bldg. Name and Room No.): | H. Employee’s Name (leave blank if position is new or vacant): |

|  |  |
| --- | --- |
| **Job title** |  |
| **Job Code** |  |
| **Exempt Status** |  |
| **Position Status** |  |
| **EEO Classification** |  |
| **PIN #** |  |

**Job Summary**

**Essential Duties and Responsibilities**

**Additional Responsibilities**

**Minimum Requirements**

**Supervision of Others**

**Other Requirements**

**Certifications:**

If this Position Description form is to establish a new position, update an existing position or to reclassify an existing position, all signature blocks below must be completed. If the Position Description form is being reviewed subsequent to initial approval and found to be accurate, please have the employee and supervisor initial and date on the first available line in the block below. **Changes/Updates of position descriptions must be completed in cooperation with the Human Resources Office**.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Employee’s Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date *Immediate Supervisor’s Signature*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date *Dean/Director/Department Head’s Signature*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date *Provost & Vice President for Academic Affairs or V.P. for Division*

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Date *Executive Director, HR*