

**Exempt Employee  
Position Description**

*Guidelines For Completion*

**Job Title:** *The description of the position as it appears in the budget*

**Account/Position Number:** *The account and position number as it appears in the budget*

**Department:** *The unit to which this position is assigned as it appears in the budget*

**Reports To:** *The position with supervisory responsibility for this position (use position titles, not individual's names)*

**Date:** *Current Date. This allows us to track when these forms are updated*

**Description of Position:** *This should be a BRIEF overview of the position. As you construct the position description, bear in mind that ultimately we would like to use this component to form the foundation for advertising the position when it becomes vacant*

**Responsibilities/Duties:** *List only major responsibilities and duties. This list need not be exhaustive, it should be limited to those responsibilities that constitute essential functions of the position*