MSUAASF
POSITION DESCRIPTION

MN State Colleges & Universities

Employee Name: _______________________________________________________________
University: __________________________________________________________________
Area & Section: ____________________________
Department & Program: _________________________________________________________
Position Title: _________________________________________________________________
Assignment Specialty, if applicable:

Note: (Attach a detailed organizational chart which clearly indicates reporting relationships and organizational context.)

Employee Signature: ____________________________ Date: __________
Supervisor's Signature: ____________________________ Date: __________
Supervisor's Title: ____________________________________________________________

Appropriate President/Vice President/University Designee's
Signature: ____________________________ Date: __________
University Designee's Title, if applicable: __________________________________________

DIMENSIONS:

Operating Budget: $_____________________ (not including salaries)

Supervision:

<table>
<thead>
<tr>
<th>Number of People</th>
<th>Total People Supervised</th>
<th>Salary Budget</th>
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<tbody>
<tr>
<td>Directly Supervised</td>
<td>(directly and indirectly)</td>
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<tr>
<td>Head count</td>
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<td>Head count</td>
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State Employees

2/17/04
Student Employees* Totals
* including Work Study, Interns, Graduate Assistants, etc.

Position Assigned to Work: indicate number of months per year: ____ months/year;
indicate whether full or part-time: _____ full time; _____ part-time

Please identify any special working conditions such as the requirement to "live-in," on-call duty, evening assignments, etc.

Physical requirements (e.g. lifting and carrying equipment and materials, required overnight travel, etc.)

**POSITION SUMMARY** (One or two sentences summarizing the primary purpose for which this position exists)

**DUTIES AND RESPONSIBILITIES:**
(Percent of time should reflect time over the course of a year. Add rows to the table or use additional sheets as necessary to provide a detailed description of these responsibilities.)

<table>
<thead>
<tr>
<th>Resp. #</th>
<th>% of time</th>
<th>Description of duties and responsibilities</th>
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<tbody>
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</table>

**QUALIFICATIONS FOR APPOINTMENT** Knowledge, skills and abilities required to perform duties and responsibilities described above:

**REQUISITE EDUCATION AND EXPERIENCE** (Enter minimum number of years of formal education and/or experience which are required to perform the duties listed above. Do not list preferred qualifications, or an incumbent's current educational qualifications.)

2/17/04
Education:

Professional Licensure/Certification:

Experience:  # of years________ type of experience:

Which types of experience might be substituted for the education requirements?

Other Special Requirements:

This description is not intended to limit or in any way modify the right of any supervisor to assign, direct and control the work of employees under her/his supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

Winona State University is an affirmative action, equal opportunity employer and educator.