POSITION DESCRIPTION – MASTER

|  |  |  |  |
| --- | --- | --- | --- |
| **Job Profile Title:** | System Master Title | **Job Profile Code:** | U#### |
|  | Working Title  | **PIN / WID:** | ##### |
| **Department:** | Supervisory Org Title (Department Name) | **FLSA:** | EX or NE |
| **Supervisor Title:** | Direct Supervisor Title | **Grade:** | 5 |
| **Term Length:** | 12 month, 9 month, 4.5 month | **% Effort:** | 100 or ? |
| **Work Location:** | East Texas A&M University campus |  |  |

**Creation or Revision Date:** ##/##/####

**SUMMARY:**

The POSITION TITLE is responsible XYZ (an overarching summary of the intent and purpose of the role).

**DUTIES & RESPONSIBILITIES (15 or less):**

* Administers XYZ
* Assists with XYZ
* Coordinates XYZ
* Maintains XYZ
* Updates XYZ
* Directs XYZ
* Serves as XYZ

**MINIMUM REQUIREMENTS:**

* **Education:** High school diploma or equivalent combination of education and experience.
* **Experience / Knowledge / Skills:** XYZ of related experience. Knowledge of XYZ. Skilled in XYZ.
* **Ability to:** Multi-task and work well as part of a team.
* **Licensing/Professional Certifications:** XYZ
* **Physical Requirements:** XYZ
* **Other Requirements:** XYZ

**PREFERRED EDUCATION / SKILLS/ EXPERIENCE:**

Education skills and experience above and beyond the minimum that would be ideal but is not required.

**SUPERVISION OF OTHERS:**

Titles of positions supervised (Administrative Coordinator, Assistant Director, Student Workers, Graduate Assistants etc)

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Effective Date

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

Employee Name (Please print) Employee UIN

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

Employee Signature Date

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

Supervisor Signature Date