A position description (PD) describes the purpose, duties, decision making, working conditions (if position is outside of a typical office environment), and qualifications of the position. Required fields for new position descriptions are marked with an asterisk (\*). If updating an existing position description, please complete only the fields that are changing.

**Send the completed template to** [**position.descriptions@oregonstate.edu**](mailto:position.descriptions@oregonstate.edu)**.**

|  |  |
| --- | --- |
| **Action Type\*** | Establish new position description for recruitment  Update existing position description for recruitment  Update existing position description (no recruitment) |
| **Position Number or Incumbent Name**  **(Updates Only)** |  |
| **Appointment Type** | Choose an item. |

|  |
| --- |
| **Justification for Short-Term (Temporary or Academic Wage) Appointment**  Describe the circumstances necessitating this short-term, non-recurring position. Include the anticipated duration of the position. |
|  |

|  |  |
| --- | --- |
| **Will this position be filled on a temporary basis while a search is being conducted, or a reorganization is taking place?** | Yes  No |
| **If Temporary Staff or Academic Wage, will this position be covering for someone on protected leave?** | Yes  No |

|  |  |
| --- | --- |
| **Hiring Unit Org** | **Hiring Unit Name\*** |
|  |  |

|  |  |
| --- | --- |
| **Supervisor Name\*** |  |

|  |  |
| --- | --- |
| **Job Location (City, State)\*** |  |

|  |  |
| --- | --- |
| **FTE (Appointment %)\*** |  |

|  |  |
| --- | --- |
| **Appointment Basis\*** | Choose an item. |

|  |  |
| --- | --- |
| **Pay Method** | Choose an item. |

|  |  |
| --- | --- |
| **CLASSIFIED/TEMPORARY POSITIONS ONLY** | |
| **Classification Title** |  |
| **Employment Category** | Choose an item. |
| **IT Competency Level (IT only)** |  |
| **This position is deemed essential and the incumbent may be expected to report to work during inclement weather, emergency and other University work curtailments or closures.** | Yes  No |

|  |  |
| --- | --- |
| **PROFESSIONAL FACULTY/ACADEMIC FACULTY/ACADEMIC WAGE POSITIONS ONLY** | |
| **Rank/Position Title** |  |
| **Job Title/Working Title (Professional Faculty Only)** |  |
| **Faculty Status** | Choose an item. |
| **Tenure Status** | Choose an item. |

|  |  |
| --- | --- |
| **TENURE/TENURE-TRACK POSITIONS ONLY** | |
| **Tenure Appointment Basis\*** | Choose an item. |
| **Tenure FTE\*** |  |

|  |
| --- |
| **Position Summary\***  Briefly summarize the purpose for which the position exists and its role in achieving program/project objectives. As appropriate, include information on the university, college, department/school, program, project, and position. |
|  |

|  |
| --- |
| **Decision Making/Guidelines\***  Identify the breadth and scope of decisions, the level of autonomy/authority and review, and any specific guidelines or reference materials used to make those decisions. As appropriate, include the impact of decisions and/or the result of failing to use guidelines or make appropriate decisions. |
|  |

|  |
| --- |
| **Position Duties\***  Describe the major or most important duties performed by this position. Be clear about both the overall function and specifics of work performed. Include the percentage (%) for each duty listed.  **IMPORTANT: The percentage (%) for each duty must add up to a total of 100%.** |
|  |

|  |
| --- |
| **Minimum/Required Qualifications\***  List qualifications that any applicant must possess upon hire in order to perform the duties of the position. For classified and temporary positions, these include the hard-coded minimum qualifications for the classification as well as any additional required qualifications for the position. |
|  |

|  |
| --- |
| **Preferred Qualifications**  List qualifications that you prefer applicants possess, but are not required upon hire. |
|  |

|  |
| --- |
| **Working Conditions/Work Schedule**  Briefly describe if outside a typical office environment. Include any physical requirements (e.g., lifting, working outdoors, extended periods of standing, traversing uneven/rugged terrain, work at sea, etc.), as well as any required schedules, non-standard hours (e.g., evening and/or weekend work), or travel. |
|  |

|  |  |
| --- | --- |
| **This position requires a clear and unambiguous commitment to compliance of all National Collegiate Athletic Association (NCAA) regulations for Division I (FBS) universities.** | Yes  No |

|  |  |
| --- | --- |
| **A demonstrable commitment to promoting and enhancing diversity is\*:** | Required  Preferred |

|  |  |
| --- | --- |
| **Supervisory/Lead Work Duties**  If this position has supervisory or lead work responsibilities, provide the details below | |
| Will this position supervise OR provide lead work for other employees? | Yes  No |
| Supervisory/Lead Work Responsibilities (check all that apply): | None  Plans Work  Assigns Work  Approves Work  Disciplines/rewards  Responds to Grievances  Hires/Fires (or effectively recommends)  Prepares/signs performance evaluations/reviews |
| How many and what type of employees does this position provide supervision/lead work for?  EXAMPLES:   * 2 student employees and 1 classified employee. * 1 graduate assistant, 2 professional faculty employees, and 1 academic faculty employee. |  |

|  |
| --- |
| **Criminal History Check/Motor Vehicle History Check**  All categories of Academic Faculty employees, Professional Faculty employees, Classified employees, Graduate Assistants, Student Employees, Volunteers, and Job Applicants may be subject to these checks.   * For more information, see the [Criminal History Check policy](http://hr.oregonstate.edu/manual/criminal-history-check) and the [Motor Vehicle History Check policy](http://hr.oregonstate.edu/manual/motor-vehicle-history-check). |
| Does this position have any of the security-sensitive access listed?\* (Select all that apply.)   * For additional guidance, see the [Criminal History Check Crosswalk](http://hr.oregonstate.edu/sites/hr.oregonstate.edu/files/ercc/criminal-history/background-check-crosswalk.pdf).   Has direct access to persons under 18 years of age or to student residence facilities because the person’s work duties require the person to be present in the residence facility.  Is providing information technology services and has control over, or access to, information technology systems that would allow the person to harm the information technology systems or the information contained in the systems.  Has access to property where hazardous materials and other items controlled by state or federal laws or regulations are located.  Has access to laboratories, nuclear facilities or utility plants to which access is restricted in order to protect the health or safety of the public.  Has fiscal, financial aid, payroll or purchasing responsibilities as one of the person’s primary responsibilities.  Has access to personal information about employees or members of the public including Social Security numbers, dates of birth, driver license numbers, medical information, personal financial information or criminal background information.  Has responsibility for the care, safety and security of animals.  Driving is an essential function, this position must possess and maintain a current, valid driver's license and maintain a satisfactory driving record while serving in the position.  \*Designated Youth Program (appropriate access types must still be selected). Please see the [OSU Safety of Minors Policy](https://policy.oregonstate.edu/UPSM/07-040_safety_of_minors) for additional information. |

|  |  |
| --- | --- |
| **Proposed Salary Rate/Range** |  |

|  |  |
| --- | --- |
| **CLASSIFICATION & COMPENSATION OFFICE USE ONLY** | |
| **Unclassified Codes (if applicable)** |  |
| **FLSA Status\*** | Choose an item. |
| **ECLS\*** |  |
| **Salary Rate/Range for Classification/Profile\*** |  |
| **Approved Truncated Range** |  |
| **Minimum Qualifications to Consider at Veteran Application Review** |  |
| **Additional Notes/Comments** |  |