Instructions: Please complete the position description and route to the Department Head of the College/Unit.

Name:

Graduate Teaching Assistant: _____
Graduate Research Assistant: _____
Working Title (optional):

Term of Service: ___9-Mo ___12-mo ___ Term-to-Term

Effective Date:

Relevant Health & Safety Information:

Required qualifications (include specialized instruction and/or licenses or certificates):

Does this position directly supervise other employees? ______ Yes ______ No
If yes, complete remainder of this section and forward a copy to the Office of Human Resources.

Number of employees supervised: _____

Total FTE of those supervised: _____

Types and number of employees supervised:

_____ students
_____ graduate assistants
_____ classified
_____ faculty
_____ other
Duties: List functions and tasks performed with approximate number of hours to be spent on each function during term of appointment.

<table>
<thead>
<tr>
<th>No. of HOURS</th>
<th>DUTY</th>
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Signatures

**Employee**

Name ____________________________ Signature ____________________________ Date __________

**Department**

Name ____________________________ Signature ____________________________ Date __________

**College/Unit**

Name ____________________________ Signature ____________________________ Date __________