



**Oregon State**  
University

# POSITION DESCRIPTION TEMPLATE

*Fields will automatically expand as text is entered.*

*A position description describes the purpose, duties, decision making, working conditions (if position is outside of a typical office environment), and qualifications of the position.*

## Position Summary

Briefly summarize the purpose position exists and its role in achieving program/project objectives. As appropriate, include information on the university, college, department/ school, program, project, and position.

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## 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 % for each duty; all duties must add to 100%.

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## 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 result of failing to use guidelines or make appropriate decisions.

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## Supervisory/Lead Work Duties

For professional faculty and classified positions, include a section in the Position Duties that describes the lead work (classified) / supervisory (professional faculty) duties to be performed and percentage of time spent performing the duties. Must be included in 100% total.

### Will this position supervise or provide lead work? (Mark the applicable selection below with an X)

	No
	Yes

### Supervisory/Lead Work Responsibilities (mark those that apply with an X)

	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? (e.g. 2 student employees)

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## Minimum/Required Qualifications

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**Preferred Qualifications**

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**A demonstrable commitment to promoting and enhancing diversity is:** (Mark the applicable selection below with an X)

	Required		Preferred
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**Working Conditions/Work Schedule:** (briefly describe if outside of typical office environment)

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**Criminal History Checks/Motor Vehicle History Checks**

All categories of unclassified employees, classified employees, graduate assistants, student employees, volunteers and job applicants may be subject to these checks.

To assist you with determining if your position will require a Criminal History Check and/or a Motor Vehicle History check, download the HSBC Special Conditions of Employment Worksheet located at this [link](#) and answer the clarifying question under each access type.

*For more information regarding Criminal History Checks, please visit <http://hr.oregonstate.edu/manual/criminal-history-check>.*

*For more information regarding Motor Vehicle History Checks, please visit <http://hr.oregonstate.edu/manual/motor-vehicle-history-check>.*