THE UNIVERSITY OF TENNESSEE

POSITION DESCRIPTION

RESET FORM | PRINT FORM

POSITION INFORMATION			Effective Date:
POSITION NUMBER	POSITION NAME	BUSINESS UNIT	DIVISION
		Choose One:	
DEPARTMENT	DEPARTMENT NUMBER	PARENT POSITION TITLE	PARENT POSITION NUMBER

HR USE ONLY			
JOB TITLE	JOB CODE	MARKET RANGE	EXEMPTION
			Choose One:

POSITION DETAILS

Position Summary – *Summarize the primary purpose of the position*

Position Responsibilities – Total responsibilities must equal 100%. List essential functions in decreasing order of importance. Similar tasks should be grouped together. Any responsibility totaling less than 5% of the time should be grouped with a greater percentage of time function.

% of Time	Job Function / Responsibilities

% of Time	Job Function / Responsibilities

% of Time	Job Function / Responsibilities

% of Time	Job Function / Responsibilities

% of Time	Job Function / Responsibilities

COMPETENCIES / QUALIFICATIONS

Knowledge, Skills, and Abilities (KSAs) required to perform essential job functions. All KSAs should be related to the functions and responsibilities of the position. These statements should all contain the word "knowledge", "skill", or "ability". This is not the experience necessary to perform the essential functions.

Preferred knowledge, skills, and abilities

EDUCATION / EXPERIENCE

Education – Describe the minimum level of education necessary to perform the essential functions of the position. Where not required by law, an equivalent combination of training and experience may substitute for education, but should be defined.

Required	Preferred	Level/Type of Education	Field of Study (indicate if a related field may be substituted)
☐	☐	High school diploma or GED	
☐	☐	Vocational or technical training	
☐	☐	Associate's Degree	
☐	☐	Bachelor's Degree	
☐	☐	Master's Degree	
☐	☐	Doctoral Degree	
☐	☐	Other licenses/certifications	

Experience – the minimum amount/type of experience necessary to perform the essential functions of the position. Required level/type of experience and/or years of experience. This is not the knowledge, skills and abilities necessary to perform the essential functions.

Preferred level/type of experience and/or years of experience

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SUPERVISORY / WORK DIRECTION RESPONSIBILITIES

☐	This position has no supervisory responsibilities.
☐	This position provides work direction to others (includes students).
☐	This position has supervisory responsibilities and is responsible for staff performance management.

INDEPENDENCE OF ACTION / LEVEL OF SUPERVISION RECEIVED

☐	Work is closely monitored by supervisor/manager; clearly stated instructions and procedures are generally provided; tasks, duties, and responsibilities are generally standardized and routine in nature; instruction, advice, and assistance readily available.
☐	Work progress is generally monitored by supervisor/manager; employee performs assigned tasks, duties, and responsibilities by following established policies and procedures; may set own priorities and organizes work within general guidelines established by supervisor/manager.
☐	Supervisor/manager defines objectives, priorities, and deadlines; existing practices are used as guidelines to determine specific work methods; carries out work activities independently; supervisor/manager is available to assist in resolving problems.
☐	In consultation with supervisor/manager, sets own priorities and goals and determines how to accomplish results with few or no guidelines to follow, although past practices may exist; keeps supervisor informed of progress, potentially controversial matters, or matters with far-reaching implications.

IMPACT OF DECISIONS

☐	Decisions generally impact own job or area.
☐	Decisions impact a unit or department. May contribute to business and operational decisions that impact the department. Makes recommendations to manager/supervisor that are generally implemented/accepted.
☐	Decisions have substantial impact on management and operations of an area within department, college or broad functional area. May contribute to important strategy, operational and business decisions which impact the department.
☐	Decisions have a significant impact on the management and operations of a division/college/campus/institution/system. Contributes to the decisions on the overall strategy and direction of the organization.

BUDGET RESPONSIBILITIES

☐	No Budget Responsibilities
☐	Monitor/maintain budgets – Processes transactions, monitors balances, and reconciles accounts
☐	Managerial/signature budget authority – Approves and commits funds for salaries, and to acquire materials, resources, supplies, services, etc.
☐	Full budgetary oversight – Establishes budget and has full authority to implement budget initiatives

CONDITIONS OF EMPLOYMENT

Choose One:	**Designated personnel for emergencies** – Is this position required to report to their designated work location to ensure operation of essential campus functions or departments during an emergency, or when the University has suspended or delayed operations?
Choose One:	**Shift**

Background Check Required – Select any additional background checks this position requires in addition to the basic background check.

☐	Covered Programs Check
☐	Credit Check
☐	Drug Screening
☐	Security Clearance Check

WORK SCHEDULE

Occasional	Frequent	
☐	☐	Weekends
☐	☐	Evenings
☐	☐	Overnight Travel

Other Conditions of Employment required to perform essential functions of this position (i.e. the employee would lose their job if at some point they didn't meet these conditions). e.g. Valid Driver's license, pesticide application certification.

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WORKING CONDITIONS

Physical Demands	Amount of time			
	Not required	Seldom	Often	Frequent
Stand	☐	☐	☐	☐
Walk	☐	☐	☐	☐
Sit	☐	☐	☐	☐
Talk or hear	☐	☐	☐	☐
Seeing	☐	☐	☐	☐
Use hands to finger, handle or feel	☐	☐	☐	☐
Reach with hands and arms	☐	☐	☐	☐
Repetitive motion	☐	☐	☐	☐
Climb or balance	☐	☐	☐	☐
Stoop, kneel, crouch or crawl	☐	☐	☐	☐
Driving	☐	☐	☐	☐
Lift up to 10 lbs	☐	☐	☐	☐
Lift up to 25 lbs	☐	☐	☐	☐
Lift up to 50 lbs	☐	☐	☐	☐
Lift up to 100 lbs with assistance	☐	☐	☐	☐

Work Environment	Not required	Seldom	Often	Frequent
Work near moving mechanical parts	☐	☐	☐	☐
Work in high, precarious places	☐	☐	☐	☐
Fumes, smoke, or airborne particles	☐	☐	☐	☐
Toxic or caustic chemicals	☐	☐	☐	☐
Hazardous Materials	☐	☐	☐	☐
Risk of electrical shock	☐	☐	☐	☐
Risk of radiation	☐	☐	☐	☐
Operate power tools/machinery	☐	☐	☐	☐
Operate light or heavy equipment	☐	☐	☐	☐
Confined Spaces	☐	☐	☐	☐
Exposure to vibrations	☐	☐	☐	☐
Explosive or flammable materials	☐	☐	☐	☐
Personal protective equipment required	☐	☐	☐	☐
Outdoor Environment	☐	☐	☐	☐
Extreme heat (non-weather)	☐	☐	☐	☐
Wet or humid conditions (non-weather)	☐	☐	☐	☐
Potential exposure to infectious agents or blood borne pathogens	☐	☐	☐	☐
Work with human blood or cells	☐	☐	☐	☐
Work with animals	☐	☐	☐	☐
Work with animal blood or cells	☐	☐	☐	☐
Office Environment	☐	☐	☐	☐