



Wittenberg University

Position Description Revised 09/15/2020

Position Title:	Date:
Department:	Incumbent:
Position Status:	Position Type:
Position Detail:	

Primary Purpose

Essential Functions of Position

- Demonstrate support for diversity, equity and inclusiveness as well as participate in maintaining a respectful, positive work environment.
- Perform other relevant duties as assigned such as special projects, programs, developmental activities, etc.

Complexity of Duties		
Give three specific examples of work actions or decisions that are made without the prior approval of a Supervisor or Department Chair.		
1. 2. 3.		
Required Formal Education, Experience and/or Licensure/Certifications		
Education	Required:	Other:
	Preferred:	
Experience	Required:	Other:
Technical Skills		Other:
Other Required Licensure, Training, Experience, and/or Certifications		
(state if required/preferred; example: progressive management experience, special categories of training)		
Distinguishing Characteristics		
(example: special hours required, working environment, travel, etc.)		
Physical Demands		
(example: remain stationary for more than 50% of workday, ability to lift up to 40 lbs. etc.)		
Supervision		
(include positions that directly or indirectly report to this position)		
This position supervises (check all that apply):		
Support Staff	Student Employees	Other: Faculty Administrators
Additional Comments or Requirements		
(example: valid driver's license, good driving record, etc.)		

Submitted by:

Date:

Approved by:

Date:

To be completed by HR	Approved in HR by:	Date:	CUPA/SOC:
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