

Date: 

<b>Name</b>	<b>Job Classification</b>	<b>Functional Title</b>
<b>Union</b>	<b>Level</b>	<b>Employment %</b>
<b>Department</b>	<b>Supervisor</b>	<b>Supervisor Title</b>

OT Eligible ☐ Yes ☐ No      Flexible Work Schedule ☐ Yes ☐ No      Off-Date ☐ Yes ☐ No       Off-Date

### Work Schedule

SUN	MON	TUE	WED	THU	FRI	SAT

### Position Summary

Provide a brief overview of the basic function of the position

**% of Effort**

Essential Job Duties & Responsibilities	
<p>1. <b>Effort</b></p>	<p>1. <b>Effort</b></p>


## Position Description

% of Effort	Essential Job Duties & Responsibilities (Cont'd)

### Minimum Requirements

<p>List the education level and work experience that is <b>minimally</b> required to perform the duties &amp; responsibilities of the position; this must be compliant with the Michigan State University job classification description</p>

### Preferred Qualifications

<p>List the additional education, work experience, knowledge, skills, and abilities that are preferred of the ideal employee to ensure long-term success, growth, and development in the position</p>

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Supervisor Signature