**Nipissing University**

**POSITION DESCRIPTION**

# JOB TITLE:

**DEPARTMENT:**

**SALARY LEVEL:**

**EMPLOYMENT DEFINITION:**

**SUPERVISOR:**

**DATE POSITION CREATED:**

**DATE REVISED:**

# SUMMARY OF FUNCTIONS:

# DUTIES AND RESPONSIBILITIES:

1. **( %)**
2. **( %)**
3. **( %)**
4. **( %)**

# QUALIFICATIONS:

**Education:**

**Training and Experience:**

**Knowledge and Skills Required:**

# POSITION RELATIONSHIPS:

**Supervised by:**

**Workers supervised:**

**Interpersonal relationships/personal contacts:**

**Internal**:

Staff, students, faculty

**External:**

# MATERIALS UTILIZED:

# Physical Demands:

# Working Conditions:



**I have read my position description and it has been reviewed with my supervisor. I understand what my duties and functions are, and I will carry out all of my responsibilities as herein described.**

Employee Name (please print)

Employee Signature Date

**Approvals**

Supervisor Date

Director, Human Resources Date

Date

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