



POSITION JOB IDENTIFICATION FORM FOR NON-LINE POSITIONS

(Form is required for Temporary (previously OPS) Exempt, Teaching Assistant, and Research Assistant)

EMPLOYEE NAME _____

Position #: _____

SALARY _____

Suffix: _____

Is proposed salary at least \$455 per week? Yes No

DUTIES – check all that apply

- Performing research in chosen field of study, under the supervision of a faculty member
- Primary duty is teaching or imparting knowledge to others
- Management of an organization or subdivision
- Supervise two or more employees
- Have authority to hire, fire, promote or discipline staff
- Perform office or non manual work related to the management or general business operations
- Exercise discretion and independent judgment
- Performing work requiring knowledge in a field of science or learning which requires prolonged course of study
- Recognized field of artistic or creative endeavor
- Primary duty of application, design, development, documentation, analysis, creation, testing, or modification of a computer system

MAIN FUNCTION - Please describe the main duties/functions of this position.

College/Department Name: _____

Name of Supervisor (Print or type)

Signature of Supervisor

Date