

**EHRA-NF POSITION DESCRIPTION FORM**

**FOR EHRA SAAO I, II, INSTRUCTIONAL-NON TEACHING, OR RESEARCH POSITIONS**

**Please include all information for position on this form.**

CONSTITUENT INSTITUTION: Appalachian State University

DIVISION AND DEPARTMENT:

CURRENT OR PROPOSED POSITION TITLE:

CURRENT POSITION #:

PROPOSED EFFECTIVE DATE:

NAME OF INCUMBENT:

Requested by:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dean or Department Director Vice Chancellor

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| 1. **SUMMARY OF DIVISION/DEPARTMENT/UNIT AND POSITION**   *Describe the nature and role of the division/department/unit and the primary purpose of the position.* |
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| 1. **NATURE OF SERVICES PROVIDED**   *Describe briefly the nature of the services provided. For this question, please focus on the range and character of the services.* |
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| 1. **ORGANIZATIONAL RELATIONSHIPS**   *Give the position title and a brief statement of the principal role of each direct report. Provide a current chart identifying the organizational structure within which this position is placed.* |
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| 1. **PRINCIPAL WORK RELATIONSHIPS**   *Describe the principal internal and/or external positions, departments, or organizations with which the position has a continuing work relationship. Also, please include the nature of the work requirement.* |
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| 1. **PRINCIPAL DUTIES AND RESPONSIBILITIES**   *Describe the principal duties and responsibilities encountered in the position.* |
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| 1. **AUTHORITY EXERCISED**   *Describe by example the authority exercised in matters relating to the technical aspects of the job and to personnel and financial matters.* |
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| 1. **KEY COMMITTEES**   *Describe the position’s role in any University policy committees.* |
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| 1. **DIMENSIONS**   *Please list any significant statistical data that will provide the reader with insight into the magnitude of the position’s activities. This could include data such as the number of staff and operating budgets, or research grants, or the scope of the instructional programs.* |
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| 1. **QUALIFICATIONS**   *Education; Experience; Knowledge, Skills & Abilities preferred.* |
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| 1. **ORGANIZATION CHART**   *Organization Chart(s) of Division and Department* |
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| 1. **ADA CHECKLIST**   *Supplemental information for compliance with the Americans with Disabilities Act (ADA) for Physical Activities, Visual Acuity and Working Conditions of the position.* |
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| **HR DETERMINATION** | | | | | | | | | | | |
| **New Position #:** | | | | | | **Effective Date:** | | | | | |
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|  | **SAAO I** |  | **SAAO II** |  | **Instructional** |  | **Research** |  | **Athletics** |  | **SPA(class/grade)** |
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| **Sub-Category:** | | | | | | | | | | | |
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| **Rationale for Determination is attached.** | | | | | | | | | | | |
| **HR Analyst** | | | | | | | | | | | |