**STAFF JOB DESCRIPTION FOR SUA/GFPC EMPLOYEES**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Employee Name (Last Name, First Name, M.I.):** | | | | | | |  | |
| **WCU ID:** | | | | | | |  | |
| **Department:** | | | | | | |  | |
| **Job Classification:** | | | | | | |  | |
| **Hours Worked** | | | | | | | **Total Hours Worked/Pay:** |  |
| **M** | **T** | **W** | **Th** | **F** | **S** | **S** | **Length of Lunch Period:** |  |
| 0000 | 0000 | 0000 | 0000 | 0000 | 0000 | 0000 | **Permanent (P) or Temporary (T):** |  |
| 0000 | 0000 | 0000 | 0000 | 0000 | 0000 | 0000 |  |  |

**Responsibilities (Position Overview):**

**Describe in detail the essential duties performed, listing the most important duties first. Also list percentage of time spent performing duties.**

**Describe how work is supervised by indicating how it is assigned and reviewed.**

**Organizational Chart.**

**\_\_\_\_\_\_\_\_\_ Total number of subordinates reporting to you (if appropriate)**

**Describe the kind of supervision given to employee(s) on the above chart by explaining the type of work assigned and the type of review process (if a supervisor of other employees).**

(**NOTE:** *SUA standards should be included on the “Performance Development Report   
for SUA / GFPC Employees” form*.)

**Signatures**

**I certify that to the best of my knowledge all statements shown above are correct.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Employee Signature:** |  | **Date:** |  |
| **Supervisor’s Signature:** |  | **Date:** |  |

**Any Additional Employee Comments:**

**Any Additional Supervisor Comments:**