**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:**