

McNeese State University

Position: *Title of position*

Department: *Name of department position housed in*

Reporting Authority: *Title of position it reports to*

Position Status: *Full-time/Part-time, Unclassified/Classified/Faculty*

Qualifications: *May be written in narrative or bulleted format. Include, for example:*

- *Level of degree (BS, Master, Doctorate—required or preferred)*
- *Communication skills*
- *Computer competencies*
- *Budgeting skills*
- *Prior management experience*
- *Prior experience*
- *Etc.*

Job Description: *May be written in narrative or bulleted format. Include, for example:*

- *Duties*
- *Administrative responsibilities*
- *Supervisory/management responsibilities*
- *Policy making authority*
- *Reporting requirements*
- *Working relationship requirements*
- *Committee responsibilities*
- *Budgeting responsibilities*
- *Computer skills requirements*
- *Other technical skill requirements*

Date Prepared: _____