

**FAYETTEVILLE STATE UNIVERSITY**

**POSITION DESCRIPTION FORM FOR (EPS) EXEMPT PROFESSIONAL FACULTY/STAFF POSITIONS**

**Proposed Title:**

**Division and Department:**

**Current Title** (if applicable):

**Current Position Number** (if applicable):

**Name of Incumbent** (if applicable

**Requested by:**

**Dean or Department Head Vice Chancellor**

**Primary Purpose of the Organizational Unit:**

**Primary Purpose of the Position:**

**Duties and Responsibilities (three-five categories/sections to equal a total 100%)**

**Organizational Relationships:**

**(Give the position title and provide a brief statement of the principal role of each direct report. Provide a current chart identifying organizational structure within which the position is placed.)**

**Authority Exercised:**

**(As appropriate to the basic function of position, describe fully the independence and/or administrative authority and discretion this position has.)**

**Education, Skills and Experience Requirement:**

**(Describe briefly the formal education or training, the professional skills, and the work experience required to perform the duties of this position. Include any special certifications or licensure required)**

**Preferred Requirements, (if applicable):**

**Knowledge, Skills, Abilities (KSAs):**

**Work Hours/Schedule:**

**(*i.e. Mon-Fri, 8:00-5:00p rotating, occasional after hour or weekend work):***

**Work Location:**

**i.e. Student Center, Admissions, etc..**

**Immediate Supervisor:**

**Mandatory Essential Position: (*Yes or No:) please include any pertinent details***