

**FAYETTEVILLE STATE UNIVERSITY**

**POSITION DESCRIPTION FORM FOR EHRA 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:**

Briefly describe the primary mission of your unit or department)

**Primary Purpose of the Position:**

**(Briefly describe the primary purpose of the position and describe briefly the nature of the services rendered)**

**Duties and Responsibilities**

(Describe the principal duties and responsibilities of the position)

**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)**