



**ADMINISTRATIVE AND PROFESSIONAL FACULTY**

**POSITION DESCRIPTION**

**PART I: ORGANIZATIONAL INFORMATION**

1. Name (first, middle, last):	2. Date:
3. Class Title:	4. Position Number:
5. Working Title if Different:	6. Agency: <i>Radford University</i>
7. Work Location and Code: <i>Radford 750</i>	8. Agency Code: <i>217</i>
9. Title/Position Number of Supervisor:	10. Organizational Unit:

**PART II: POSITION INFORMATION**

11. State the chief objective of the position in a brief statement:	
12.	<p>Prior to filling out the next section, think about the tasks and duties that are performed in this position. Consider the time spent on the tasks and duties, how important they are to achieving the objective of the position, and the processes or ways in which these tasks and duties are performed. After considering these aspects of the position, state the tasks and duties that are performed in this position on page 2 of this form in this order:</p> <ol style="list-style-type: none"> <li>State the <b>most important</b> duty first and finish with the <b>least important</b> duty.</li> <li>Calculate the percent each duty requires of total working time. Be sure these percentages total 100%.</li> <li>Include <b>all</b> tasks, duties, and functions that are performed <b>except</b> those that occupy 2% or less time, unless you consider them very important.</li> </ol>

PERCENT OF  
TOTAL  
WORKING TIME

WORK TASKS AND DUTIES

100%

(Add Additional Pages if needed)

**PART III: SKILLS, KNOWLEDGE, AND ABILITIES**

13. List what you consider to be the qualifications for entry into this position:
- a. What knowledge, skills, and abilities should a new employee bring to this position?
  - b. Special licenses, registration or certification:
  - c. Education or training (cite major area of study):
  - d. Level and type of experience:

**PART IV: SIGNATURE LINES**

14. We understand the above statements, and they are complete to the best of our knowledge.

Employee's signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor's signature \_\_\_\_\_ Date \_\_\_\_\_

15. Attach an organizational chart showing this employee's position within your organizational unit.

**Radford University  
Position Requirements Worksheet**

Position Number:	Position Role:
Date:	Completed By:

**To be completed by position supervisor and reviewed with incumbent and/or position applicants.**

I. **DEGREE OF PHYSICAL ACTIVITY:** Indicate the statement that best describes the requirements of the position.

- Sedentary Work** (Equivalent to lifting approximately ten pounds with occasional lifting and/or carrying small objects. While mostly done sitting, a certain amount of walking and standing is necessary.)
- Light Work** (Lifting approximately 20 pounds with frequent lifting and/or carrying objects weighing up to ten pounds. May involve significant amounts of walking, standing, pushing, pulling or sitting.)
- Medium Work** (Equivalent of lifting approximately 50 pounds with frequent lifting and/or carrying of objects weighing up to 25 pounds.)
- Heavy Work** (Equivalent to lifting 100 pounds maximum with frequent lifting and/or carrying of objects weighing up to 50 pounds.)
- Very Heavy Work** (Equivalent to lifting more than 100 pounds with frequent lifting and/or carrying of objects weighing up to 100 pounds.)

II. **PHYSICAL REQUIREMENTS:** Mark all job-related requirements associated with an essential duty with an "E" and those associated with marginal tasks with an "M."

<b>E or M</b>	<b>Requirement</b>	<b>Comments</b>
_____	Bending	
_____	Climbing	
_____	Crouching	
_____	Crawling	
_____	Fingering (typing/keyboarding, etc.)	
_____	Kneeling	
_____	Lifting	
_____	Reaching	
_____	Sitting (prolonged periods)	
_____	Standing (prolonged periods)	
_____	Stooping	
_____	Visual Inspection (close)	
_____	Walking (prolonged periods)	
_____	Other	

III. **ENVIRONMENTAL CONDITIONS:** Indicate the statements that best describe the overall physical/environmental conditions of the position's work location.

- Not substantially exposed** to adverse environmental conditions. Typical of most clerical and administrative positions.
- Subject to **inside environmental conditions.** Protected from weather conditions but not necessarily from temperature changes (e.g., warehouse workers).
- Subject to **outside environmental conditions.**
- Subject to **extreme cold.** Temperatures below 32 degrees F for periods of more than one hour.
- Subject to **extreme noise** sufficient to cause the worker to shout in order to be heard above the ambient noise level.
- Subject to **extreme vibrations** involving exposure to oscillating movements of the extremities and whole body.
- Subject to one or more **atmospheric conditions** that affect the respiratory system or the skin such as fumes, odors, dusts, mists, gases, or poor ventilation.
- Subject to **hazards** including moving mechanical parts, electrical current, working or scaffolding in high places, exposure to extreme heat, chemicals, oils, solvents, asbestos, or radiation.
- Other (describe).

IV. **MENTAL AND COGNITIVE REQUIREMENTS:** Mark all job-related requirements associated with an essential duty with an "E", and those associated with marginal tasks with an "M."

<b>E or M</b>	<b>Requirement</b>	<b>Comments</b>
_____	Analyzing	
_____	Interpersonal relations	
_____	Logical problem solving	
_____	Reasoning	
_____	Reading	
_____	Remembering	
_____	Verbal Communication	
_____	Written Communication	
_____	Other (describe)	

Note: The position requirements outlined in this worksheet are worded in a non-technical manner to facilitate communication between supervisors and employees/applicants. Essential functions are specifically set forth in the Radford University Employee Work Profile (EWP) form.

**ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATIONS TO REASONABLY ACCOMMODATE PERSONS WITH DISABILITIES.**