

**AUBURN UNIVERSITY**  
**PROPOSED JOB DESCRIPTION**

I. GENERAL INFORMATION

Proposed Job Title: \_\_\_\_\_

School/College/Division: \_\_\_\_\_ Dept: \_\_\_\_\_

Employee Names

Department

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

SAMPLE

Supervisor's Name

Title

\_\_\_\_\_

\_\_\_\_\_

Prepared by: \_\_\_\_\_

Reviewed by: \_\_\_\_\_

(Director or Department Head)

Approved by: \_\_\_\_\_

(Dean or Vice President)

**PURPOSE:** The purpose of this form is to obtain information from the supervisor about the responsibilities of a new job. The information you provide will help to develop accurate job descriptions and job titles. Please take the time to complete this form as completely and accurately as possible

## II. JOB RESPONSIBILITIES

In the space provided, write a clear, complete description of each major responsibility. Indicate what work is to be done.

Percent of Time	Key Responsibilities
	1. All ___ Some ___
	2. All ___ Some ___
3.	All ___ Some ___ <b>SAMPLE</b>
	4. All ___ Some ___
	5. All ___ Some ___

	6.	All ____ Some ____
	7.	All ____ Some ____
	8.	All ____ Some ____

# SAMPLE

### III. JOB SUMMARY

In the space provided below, describe the primary purpose of this job in short paragraph form.

Job Summary:

