



Position Description
for Teaching Positions at
Washburn Institute of
Technology 7-28-09

Human Resources, 1700 College Avenue, Morgan Hall, Topeka, Kansas 66621 785/670-1538

1. Check One: New Position Existing Position		2. Banner Position Number:	3. Department:
4. Current Position Title:		5. Proposed Position Title:	
6. Miscellaneous information specific to this position:			
For use by Human Resources		Position Review	
Notes:		Date:	Reviewer:
Job Title:		Date:	Reviewer:
Effective Date:		Date:	Reviewer:
7. Supervisor(s) (makes salary recommendations, approves leave, assigns work, evaluates performance, provides direction):			
Name:		Title:	Position Number:
Name:		Title:	Position Number:
8. What hazards, risks or discomforts exist on the job or in the work environment?			
9. Machines or equipment used regularly in the work of this position. Indicate frequency (monthly, weekly, daily) with which they are used.			

Signatures:

Supervisor Date

Area Head Date

Department Head/Dean Date

Director of Human Resources Date

10. Describe the work of this position using the following format:

What is the action being done ; to **whom** or **what** is the action directed; **why** is the action being done; **how** is the action being done?

11. Indicate the minimum levels of education and experience necessary for an employee to begin employment in this position. The information will be used for applicant screening during recruitment.

Required Education and/or Experience:

Required Licenses, Certificates and Registrations:

Preferred Education and/or Experience:

Special Qualifications necessary as a physical requirement, bona fide occupational qualification (BFOQ) or otherwise special requirement relative to job duties: