

Ball State University

Template for Professional Position Description

Position #:

Department:

Dept Code:

Position Title:

Reports To:

Contract Type:

Revision Dates:

Exempt 1:

Exempt 2:

Direct Reports:

Position Function:

Duties/Responsibilities: (please number each duty below)

A large empty rectangular box intended for listing duties and responsibilities, with the instruction to number each duty.

Minimum Qualifications:

Education:

Experience:

Other:

Additional Preferred Qualifications:

Education:

Experience:

Other: