

POSITION DESCRIPTION TEMPLATE

Position Title:			
Faculty/Office:		Department:	
Reports To: (Supervisor Title)			
Author Name:			
Position Number:		HEW Level:	
Approved By:		Date:	

A POSITION PURPOSE:

B PRIMARY ACCOUNTABILITIES (MAXIMUM 10):

Other (Any other duties within the staff member's level of competence as required):

C REPORTING RELATIONSHIPS:

D ORGANISATIONAL KNOWLEDGE:

