

New Position Information Sheet

Office of Senior Vice President for Academic Affairs & Provost/Office of Vice President for Instruction

Department: _____

Supervisor's name & title: _____

Job title: _____ PEP posting? (Y/N): _____
(open to UGA employees only)

Proposed start date: _____ Proposed Full Time annual salary: _____
(salary will be adjusted based on percent time worked)

% Time Employed: _____ Work hours: _____

Will this position supervise other employees? (Y/N): _____ How many? _____

Job summary:

Preferred qualifications:

Experience, licensure, certification required:

Knowledge, Skills and Abilities to successfully perform task:

Job Duties/Responsibilities

Duties of position broken down by percent time – Total must equal 100%

% Time

Responsibility/Duty

Requested by: _____ **Date:** _____

October 28, 2016