

Letter of Appointment (Salaried)  
Job Description Form

Required fields are highlighted in red and with a \*

Business Title\*

Requested LOA Salaried Job Profile\*

Hours Per Week\*

Prorated Annual Salary: Per FLSA Guidelines, cannot be less than \$35,568 annually (\$684 weekly) regardless of FTE

BRIEFLY describe and group the primary duties of the position into 1 to 3 major categories of responsibilities.

**Primary Job Category**

Define the group of primary duties (Event Management, Budget/Finance, Program Coordination, etc...)

**% of Total Job**

Assign percentage of time spent performing job duty. The combined “% of Total Job” for Primary/Essential Functions and Marginal Functions should add up to 100% of the job.

<b>% of Total Job*</b>	<b>Primary Job Category #1*</b>
Primary Job Duties*	
<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> </ul>	
<b>% of Total Job</b>	<b>Primary Job Category #2</b>
Primary Job Duties	
<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> </ul>	
<b>% of Total Job</b>	<b>Primary Job Category #3</b>
Primary Job Duties	
<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> </ul>	

**Required Minimum Education (Optional)**

Bachelor’s      Master      PhD      MD      Clear Selection

**Background Check Required\***

Yes      No

**Required Minimum Experience\***

**Required Knowledge, Skills, Abilities\***