

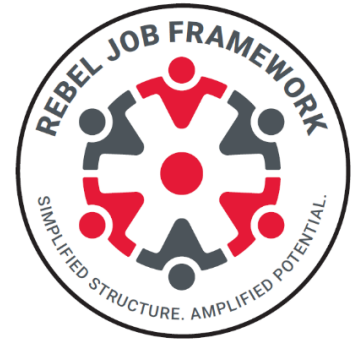
Position Description (PD) Instructions

The Position Description defines the essential functions, qualifications, and expectations of a role and ensures alignment with the Rebel Job Framework. Accurate completion supports equitable classification, compensation decisions, and workforce planning.

Estimated completion time: 20–30 minutes

BEFORE YOU BEGIN

- Required fields may be highlighted in red or yellow.
- Draft content in Microsoft Word before entering it into the form.
- PDF fields may not support bullets, use paragraphs or hyphens (-)
- Clear Form button will remove entered data and reset the form.



COMPLETE THE FORM

Section I – Position Details

- Enter core administrative information including business title, position number (if applicable), department, career stream/level, Rebel title, supervisor, etc...

Section II – Position Summary

- Provide a 4–6 sentence overview (120–160 words) to describe/explain the role’s purpose and organizational impact.

Section III – Essential Functions

- List or describe primary areas of responsibility (70-80 words) and assign percentages totaling 100%. Focus on major functions rather than individual tasks.

Section IV – Minimum & Preferred Qualifications & KSAs

- Select the education, describe experience (70-80 words), certifications/licensure, and critical knowledge, skills, and abilities (210-220 words) required at entry into the position.
- Requirements must align with the Rebel Job Framework career stream and level.

Section V – Physical Demands

- Select the frequency for each activity.

FINAL STEPS

- Attach the Position Description in Workday when submitting actions for new positions or when making significant changes to existing positions.
- Attach an organizational chart indicating where the role will reside within the department or division.
- Human Resources will review for alignment with the Rebel Job Framework and ensure the essential functions meet FLSA requirements. Requests may be delayed or returned if documentation is incomplete.
- After hire, obtain signatures and upload the finalized Position Description to the employee’s Workday record.

Administrative Faculty - Position Description (PD)

SECTION I – POSITION DETAILS

Business Title:

Position Status:

Position Number:

College/Division/School:

Employee Name:

Time Type:

Rebel Title:

Appointment Type:

Department:

Career Stream/Level:

Supervisor Name:

Supervisor Title:

SECTION II – POSITION SUMMARY

SECTION III – ESSENTIAL FUNCTIONS

% of time Essential Function #1

% of time Essential Function #2

SECTION III – ESSENTIAL FUNCTIONS

% of time Essential Function #3

% of time Essential Function #4

% of time Essential Function #5

SECTION IV – QUALIFICATIONS & KNOWLEDGE, SKILLS & ABILITIES (KSA's)

MINIMUM QUALIFICATIONS

Education: Degree Equivalency Accepted?

Field of Study:

Years of Experience:

Years of Experience:

Type of Experience:

SECTION IV – QUALIFICATIONS & KNOWLEDGE, SKILLS & ABILITIES (KSA's)

MINIMUM QUALIFICATIONS

Certification(s):

Knowledge, Skills & Abilities (KSA's):

PREFERRED QUALIFICATIONS

SECTION V – PHYSICAL DEMANDS

Frequency	Activity	Example
	Standing	Remaining in a stationary upright position
	Sitting	Remaining in a seated position
	Lifting/Carrying Objects	Moving objects
	Pushing/Pulling	Exerting force to move objects
	Climbing	Ascending / Descending
	Communicate	Exchange information
	Handling/Operating	Handle or operate equipment, tools, or controls
	Exposure to Weather Conditions	Outdoor conditions (heat/cold)

SECTION VI – DISCLOSURES AND SIGNATURES

The **position/business title** and **position description (PD)** serve to summarize the position’s role and the employee’s ability to perform the essential functions. Essential Functions are duties and responsibilities that an individual must be able to perform unaided or with the assistance of a reasonable accommodation. This document should not be construed as an exhaustive list of all functions, responsibilities, skills, and abilities required for the role.

This document does not represent a contract of employment, and the university reserves the right to change this position description, titles, and/or assign tasks for the employee to perform, as the university may deem appropriate.

EMPLOYEE: After reviewing the essential functions and physical demands for this position, can you perform these requirements with or without a reasonable accommodation?

- YES
- NO

Employee Name

Signature

Date

SUPERVISOR: I certify that the statements in this position description are accurate and complete to the best of my knowledge.

Supervisor Name

Signature

Date

Dean/Director Name

Signature

Date