

**Western Connecticut State University  
Job Description for**

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**General Information**

**Supervisor's Title:**

**Department:**

**Employment Group:**

**Rank/Grade Level**

**Job Analyst:**

**Date:**

**Position Description Summary:**

**Job Duties Statements:**

#	Job Duties
1	
2	
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13	Performs other duties and responsibilities related to those enumerated above which do not alter the basic level and responsibilities of the position.

**Supervisory Authority** – List the position titles with the number of employees in parenthesis for each position that the incumbent of this job description supervises.

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**Job Requirements:**

- ❑ **Education** – List the minimum educational requirements that are necessary to perform.  
➤
  
- ❑ **Work Experience** – List the minimum work experience necessary to perform the tasks of the position. Specify the type of work experience necessary and the number of years required.  
➤
  
- ❑ **Knowledge, Skills, Abilities and Other Traits (KSAOs)** – List any minimum requirements for the positions, such as aptitudes, personality traits, licenses, etc.  
➤

**These requirements may be waived for individuals with alternate experience.**

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**Supervisor**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Human Resources**

\_\_\_\_\_  
**Date**