

PAA Job Description Form

Institution or Agency: Western Illinois University

Current Incumbent:

UAP#:

University/Agency Job Title:

Standard Exemption Title:

Primary Job Function:

Organizational Chart: *(Please provide a brief organizational chart showing to whom this position reports as well as the job title(s) of those persons reporting to this position.)*

Major Duties & Responsibilities: *(List the essential then marginal duties and responsibilities of the position in order of descending importance)*

A. Essential

B. Marginal

Minimum Qualifications:

Prepared by: _____ **Title:** _____

Signature: _____ **Date:** _____