

The University of North Carolina at Greensboro
JOB DESCRIPTION FOR EPA NON-TEACHING POSITION

Referring to the definitions of “Instruction” and “Research” positions as found at <<http://intranet.northcarolina.edu/docs/legal/policymanual/300.2.5%5BG%5D.pdf>> or the description of Senior Academic and Administrative Officer positions as found at <<http://intranet.northcarolina.edu/docs/legal/policymanual/300.1.2.pdf>>, please use the following format to describe your EPA non-teaching position.

Position Title

Department or Office

Position Number

Name of Immediate Supervisor

Job Title of Immediate Supervisor

Primary Purpose of Job

1. Briefly describe the primary purpose (mission) of your unit or department.
2. What functional areas does your position encompass?

Major Duties and Responsibilities

1. (A) Include specific illustrations of the instructional/educational nature of your work, and indicate how these services are directly related to the educational mission of the institution; OR,
(B) Include specific illustrations of systematic and regular research, and indicate how your research services are directly related to the educational mission of your department, division, or institution; OR,
(C) List specific course for credit that you teach and briefly discuss the role in evaluating student progress and assigning grades; OR,
(D) List specific examples reflecting significant administrative responsibilities and duties which characterize active, continuing involvement in formulating, interpreting and implementing institutional policy as it relates to the mission of the institution and to the position’s area(s) of responsibility.

Discretion and Independence of Actions

As appropriate to the basic function of your position, describe fully the independence and or administrative authority and discretion this position has, either

- (A) in the design, offering and evaluation of instructional/educational programs in which you re involved and in the evaluation of those for whom these services are performed; OR,

- (B) in the design and conduct of research projects and in the interpretation of results of the instructional/educational activities you perform; OR,
- (C) in program planning and design and allocation of resources

Supervision

Number of employees and student workers the position directly supervises:

Full time:	Part time:
_____ Administrative	_____ Administrative
_____ Clerical	_____ Clerical
_____ Technical/Service	_____ Technical/Service
	_____ Student Workers

List position’s responsibilities for hiring, terminating, training, disciplining, etc. of subordinates.

Supervision Received

Describe level of guidance or supervision this position receives and from what source(s).

Education, Skills and Experience Requirements

Describe briefly and separately, the formal education or training, the professional skills, and the work experience required to assume duties of this position. Include any special certifications or licensure required.

Please describe any important aspects of your work that include either instructional/educational duties or research services that have not been described in response to the questions above.

We certify that the information on this current Job Description has been reviewed and constitutes an accurate reflection of the duties of the position.

Date _____ **Supervisor** _____

Date _____ **Employee** _____