



Classified Staff Position Description

NOTE: Classified Staff Position Descriptions must align with the job specs are documented on HR Compensation webpage: <https://hr.uw.edu/comp/classified-staff/job-profile-list/>

Employee Name: <i>If this is a recruitment, enter "VACANT"</i>	
Job Title/Job Code: <i>Leave blank if unknown</i>	
Supervisor Name:	
Supervisor Payroll Title:	
Position #: <i>Leave blank if new position</i>	
Position % FTE:	
Representative Group: <i>Enter union name or leave blank if unknown</i>	
Department/Unit:	

Position Purpose

Outline the basic functions of this position and distinguishing characteristics



Executive Office Shared Environment

Duties & Responsibilities

Fully detail the typical work for this position, grouped by functional area and the percentage of time that will be dedicated to this area for the role

Functional Area	Percent	Description of duties

Required Qualifications

These are defined directly by the job specs on HR Comp's website: <https://hr.uw.edu/comp/classified-staff/job-profile-list/>

Desired Qualifications