FLORIDA ATLANTIC UNIVERSITY

POSITION JOB IDENTIFICATION FORM

Form is required for Professional Exempt and Executive & Administrative Exempt Job Profiles on the Hire & Add Job WD Process

EMPLOYEE NAME _____

WORKING TITLE _____

Is proposed salary at least $455 per week? Yes ☐ No ☐

DUTIES – check all that apply

- ☐ Performing research in chosen field of study, under the supervision of a faculty member
- ☐ Primary duty is teaching or imparting knowledge to others
- ☐ Management of an organization or subdivision
- ☐ Supervise two or more employees
- ☐ Have authority to hire, fire, promote or discipline staff
- ☐ Perform office or non manual work related to the management or general business operations
- ☐ Exercise discretion and independent judgment
- ☐ Performing work requiring knowledge in a field of science or learning which requires prolonged course of study
- ☐ Recognized field of artistic or creative endeavor
- ☐ Primary duty of application, design, development, documentation, analysis, creation, testing, or modification of a computer system

MAIN FUNCTION - Please describe the main duties/functions of this position.

College/Department Name: _____

Name of Supervisor (Print or type) _____ Signature of Supervisor _____ Date