

POSITION DESCRIPTION
SUNY/CANTON

DATE:

SUNY TITLE:

GRADE:

FUNCTIONAL TITLE:

___ M/C _____ NTP, 5-YR. CONTINUING OR PERMANENT

PREPARED BY:

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A. SUMMARY STATEMENT OF DUTIES & RESPONSIBILITIES:

B. DUTIES & RESPONSIBILITIES

C. ANY ADDITIONAL FACTORS OR CONSIDERATIONS which are important to an assessment of the true nature, scope and impact of this position in relation to others on the campus:

D. ORGANIZATION CHART for this position:

DISTRIBUTION: 1) Office of Human Resources 2) Supervisor