



**MARSHALL UNIVERSITY
JOB DESCRIPTION FORM**

(Assessment Form)

Submit to Human Resources for Review

Classification

Classification Type	
Classification Title	
Department/ORG	
Reports To (Position)	
Supervision Given To (Position/s)	

Position Details

Employee First Name	
Employee Last Name	
Employee ID	
Position Title	
Position Number	

Essential Job Functions

Job Summary/Purpose	
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Job Specific Duties	
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Qualifications	
Required Qualifications:	
Education	
Experience	
Preferred Qualifications:	
Education	
Experience	
Knowledge, Skills, and Abilities	
Knowledge, Skills and Abilities (Include Certifications)	
If this position has supervisory duties, list those you supervise	
Primary Level Supervisor	
Direct Subordinates	

Physical Demands

KEY

N = Not Required
R = Rarely (<2%)
O = Occasional (3-33%)
F = Frequent (34-66%)
C = Constant (67-100%)

- Physical Demands (The nature of physical effort leading to physical fatigue)

Standing	
Walking	
Sitting	
Squatting	
Bending	
Pulling	
Pushing	
Lift/Carry	lbs.

	Date	Initials
Date Created & Initials:		
Date Reviewed & Initials		
Date Revised & Initials		