



RESEARCH OR POST-DOC APPOINTMENT POSITION SUMMARY

Position Title:		Date Prepared:
Incumbent Name:		Department:
Reports to: (Title & Name)		

◆ **Position Overview** (provide a brief summary of the key functions and responsibilities of position)

◆ Key Position Functions (provide details)	Percentage of time spent on position function
1. <i>Position Function: (Duties)</i>	%
2. <i>Position Function: (Duties)</i>	%
3. <i>Position Function: (Duties)</i>	%
4. <i>Position Function: (Duties)</i>	%
5. <i>Position Function: (Duties)</i>	%

◆ **Skills/Knowledge/Experience/Education required** (list all essential and preferred skills, knowledge, experience, and education requirements related to position)

Essential Qualifications

Preferred Qualifications