



Position Description

POSITION TITLE:		DATE OF LAST REVISION:
TITLE OF IMMEDIATE SUPERVISOR:		DIVISION/SCHOOL:
POSITION NUMBER:	HOURS PER WK:	DEPARTMENT:
CATEGORY OF SUPPLEMENTAL APPOINTMENT (Check one): ☐ TYPE I – Hours <i>replacing</i> time spent on regular faculty duties (position involves reduced expectations for teaching, research, and/or other service; supplemental compensation is for additional responsibility) ☒ TYPE II – Hours <i>in addition to</i> time spent on regular faculty duties (position involves no reduction in other expectations, supplemental compensation is for additional time worked during the academic year and/or summer)		

I. Position Summary

State briefly, in one or two sentences, the primary function and purpose of the position:

Assist the faculty with the Busch School Human Right Program, which is a collaboration between the Busch School and the Institute for Human Ecology, with students matriculating in the Busch School.

II. Principal Responsibilities

Using action verbs, list and describe the position's principal responsibilities in concise, comprehensive statements. Indicate the importance of each responsibility using a scale of 1 through 5, 1 being the most important and 5 being the least important. You may rate more than one responsibility with the same number. In the final column estimate the percentage of total effort for a given task. For example, if there are 5 tasks and they all take the same amount of time, each task would say 20%. The effort of all tasks needs to add to 100%.

TASK	RESPONSIBILITY	Importance (1,2,3,4,5)	ESTIMATED % OF TOTAL SUPPLEMENTAL EFFORT (total supplemental effort = 100%)

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