**EHRA POSITION DESCRIPTION**

The purpose of the Position Description form is to ensure that the supervisor and the employee share a clear and accurate understanding of the duties performed by the employee and the areas of responsibility assigned to the employee. The supervisor and employee together should complete the following.

A new Position Description will only need to be completed if the position responsibilities have changed or if one has not yet been completed (for example, if an employee is new to the position).

Employee Name:

Working Title:

Supervisor: Date Completed:

**Primary purpose of position:**

**Principal responsibilities:**

**REQUIRED** **Knowledge, Skills and Abilities:**

**PREFERRED Knowledge, Skills and Abilities:**