**EHRA POSITION DESCRIPTION [REQUIRED]  
(Please submit each year, even if no changes have been made)**

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.

If the principal responsibilities of the position have changed, or if an employee is new to the position, a new Position Description needs to be completed or may need to be reviewed. Significant changes in position duties will require consultation with Library HR.   
  
Please check this box if significant changes in position duties are requested:

**Employee Name:**

**Working Title:**

**Supervisor: Date Completed:**

**Primary purpose of position:**

**Principal responsibilities:**

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

**PREFERRED Knowledge, Skills and Abilities:**