

The hiring department must submit a position description. **Position information must be consistent with any official position description on file with the Penn HR office.** State the minimum (not preferred or desired) qualifications only, even if the applicant has additional qualifications.

Please type the following information using this form. **Each section must be completed.**

**Official position title:** \_\_\_\_\_

**Hiring department:** \_\_\_\_\_

**Salary offered (as of the E-3 start date):**

**If full-time, list Annual Penn Salary:** \$ \_\_\_\_\_ /yr

**If part-time, list both hourly and annual wages:**

Hourly Rate: \$ \_\_\_\_\_ /hr

Annual Wage: \$ \_\_\_\_\_ /yr

**Position duties:**

**Minimum education/degree required (not preferred) for the position:** \_\_\_\_\_

**Major field of study required for the position (may include "or related field"):** \_\_\_\_\_

**Any additional requirements for the position (e.g., formal training or specialized licenses, certifications, or examinations):**

**Specific minimum (not preferred) number of years of prior work experience required for this position. If experience after obtaining a certain degree or certification is required, specify.**

(If 0, please specify): \_\_\_\_\_

**Number of employees that the individual will supervise (i.e., be responsible for annual performance evaluation)**

(If 0, please specify): \_\_\_\_\_

**Name of Department Head:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_