

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 TN 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:** _____