

Below are blank templates for SHRA and EHRA Non-Faculty position descriptions. Use this in conjunction with the PDQ document to enter the appropriate information.

**SHRA Template:**

The following information will be used when modifying a position in PeopleAdmin. Only the Description of Work information is necessary for an employee updating a job description. Other fields are used for recruitment or reclassification of positions.

**Action Requested:**

<b>What are you requesting?</b>	
<b>Reason for Request:</b>	

**Position Details:**

<b>Working Title:</b>	
<b>Describe the primary purpose of the division, department and/or grant:</b>	
<b>Primary Duties of this Position:</b>	
<b>Knowledge, Skills &amp; Abilities:</b>	
<b>List the additional knowledge, skills and abilities required to perform the essential functions of the position:</b>	
<b>Preferred formal education,</b>	

<b>professional skills and work experience:</b>	
<b>Certifications or licensure required to perform the essential functions of the position:</b>	
<b>Explain the variety and purpose of professional contacts for this position:</b>	
<b>Describe the potential consequence of errors in the core functions of the work:</b>	
<b>Does the position supervise or oversee the work of other employees?</b>	

**Training and Access:**

Select all trainings that are relevant to this position. Please note that selecting the appropriate training does not automatically sign up the individual in this position for that training.

<b>UNCW IT Training:</b>	
<b>UNCW Systems/Program Training:</b>	
<b>Safety Training:</b>	

<b>Recruitment Training:</b>	
<b>Supervisory Training:</b>	
<b>Access:</b>	

**Description of Work:**

<b>Description of Work:</b>	
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**Position Funding:**

<b>Account:</b>	
<b>Amount:</b>	
<b>Banner Fund:</b>	

<b>% FTE</b>	
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**ADA Form:**

<b>Physical Requirements of this position:</b>	
<b>Visual Acuity Requirements of this position:</b>	
<b>Physical Activity of this position:</b>	

<b>Conditions the worker will be subject to in this position:</b>	
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**EHRA Non-Faculty Template:**

The following information will be used when modifying a position in People Admin. Only the Brief Summary of Work for this Position and the Detailed Job Description is necessary for an employee updating a job description. Other fields are used for recruitment or reclassification of positions.

**Justification:**

<b>What are you requesting?</b>	
<b>Reason for Request:</b>	

**Position Basics:**

<b>Working Title:</b>	
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**Position Details:**

<b>Primary Function of Organizational Unit:</b>	
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<b>Brief Summary of Work for this Position:</b>	
<b>Detailed Job Description:</b>	
<b>Explain the variety and purpose of professional contacts for this position:</b>	
<b>Minimum requirements:</b>	
<b>Preferred formal education, professional skills and work experience:</b>	

**Position Funding:**

<b>Account:</b>	
<b>Amount:</b>	
<b>Banner Fund:</b>	
<b>% FTE</b>	

**ADA Form:**

<p><b>Physical Requirements of this position:</b></p>	
<p><b>Visual Acuity Requirements of this position:</b></p>	
<p><b>Physical Activity of this position:</b></p>	

<p><b>Conditions the worker will be subject to in this position:</b></p>	
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**Training and Access:**

Select all trainings that are relevant to this position. Please note that selecting the appropriate training does not automatically sign up the individual in this position for that training.

<p><b>UNCW IT Training:</b></p>	
<p><b>UNCW Systems/Program Training:</b></p>	
<p><b>Safety Training:</b></p>	
<p><b>Recruitment Training:</b></p>	
<p><b>Supervisory Training:</b></p>	



**Access:**

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