

# FREDONIA

STATE UNIVERSITY  
COLLEGE Fredonia, New York  
14063



## EXISTING POSITION DESCRIPTION

1. Position Title and Grade		2. Item No.	3. Account Code
4. Department	Division or Section (where applicable)		Building and Room
5. Name of incumbent or person currently filling this position.			
6. Immediate Superior or Supervisor of this position.			
Title:		Name of Incumbent:	
7. Identify the positions over which the incumbent of this position exercises direct supervision.			
<b>Title</b>		<b>Name of Incumbent</b>	
8. Description of Duties: Describe fully the work performed. Give sufficient detail so that there will be a clear picture of the responsibilities of the position. Use a separate paragraph for each kind of work and describe the most important or time consuming duties <a href="#">first in</a> the column at the left, estimate how the total working time is divided.			
Percent or Fraction of Time			

(continued on back)

**8. Description of Duties (Continued):**

**Percent or  
Fraction of  
Time**