Role Description
Montana University System

Role Description (circle one):
New     Vacant     Revised

Position Number:
Dept:
Union affiliation:
FLSA Status:

1. General Information

Date      MAP Title

______________________________
Name of Incumbent (Last, First, MI)   Employee Signature

2. Required Signatures

______________________________
Department Head/Immediate Supervisor   Date

______________________________
Assistant/Associate Dean   Date

______________________________
Executive Director of Human Resources   Date

______________________________
Dean   Date

3. Department Mission Statement
(Type or paste your mission statement here and attach an organizational chart of your office or department to the back of the form)

4. A Brief General Statement Describing the Role of this Position.
5. Position Summary - (list the 3-6 major functions of the position in accomplishing the department’s goals and mission.)

<table>
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<tr>
<th>Major Functions with expected results (I do these things for these people in this way for these reasons).</th>
<th>Knowledge, Skills, &amp; Abilities needed for this function.</th>
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6. **Additional Proficiencies.** List position requirements not described previously that are mandatory for hiring. In other words, if the candidate doesn’t have this, s/he CANNOT be hired. Most computer knowledge can be folded into KSA’s (#5) so doesn’t need to be repeated here. This is to be used for education and/or experience such as a C.P.A. or an M.D., or previous experience supervising a multi-functional department. (Many positions will have nothing here.)

7. **Physical Demands.** (The Americans with Disabilities Act requires employers to make reasonable accommodations for a person with a disability. This information is needed to assist the University in meeting these regulations.)

Please list any physical requirements of the position that would be considered unusual and that couldn’t be accomplished by someone else. In other words if you are periodically expected to lift boxes of papers, but someone else could do this so as to accommodate you, such a requirement would not belong here. On the other hand, if you are an archivist and the bulk of your job involves lifting and/or moving boxes, then it would be appropriate to list that here. (Only list those physical requirements that could not be accommodated by others.)