Position descriptions are not meant to be personalized to an individual; but rather they are meant to detail the duties and responsibilities that are assigned/performed by the position.

Position Title: ________________________________

VSU Employee- By signing below you are acknowledging that you have read and understand the contents of your position description.

Employee Name:
(Printed): __________________________________________________________

(Signed): _________________________________________________________

Date: __________

VSU Supervisor- By signing below you are acknowledging that the contents of this position description are an accurate depiction of the work performed by this position.

Immediate Supervisor:
(Printed): __________________________________________________________

(Signed): _________________________________________________________

Date: __________

Reviewing Authority (if appropriate):
(Printed): __________________________________________________________

(Signed): _________________________________________________________

Date: __________

Revised 03/26/2015