



# Old Dominion University Research Foundation

## POSITION DESCRIPTION

PI/Supervisor Name \_\_\_\_\_ Department \_\_\_\_\_

Position Title \_\_\_\_\_ Date \_\_\_\_\_

### **A. Specific Duties (list main duties)**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_
11. \_\_\_\_\_
12. \_\_\_\_\_

### **B. Minimum Qualifications** (If the candidate does not meet the minimum specified, they are not eligible for hire and are not considered as a qualified applicant for reporting purposes):

1. Formal Education required (Minimum) degree, field of study

\_\_\_\_\_

2. Experience required (Minimum): in whole years

\_\_\_\_\_

3. Specific knowledge and/or skills (must have to be qualified)

\_\_\_\_\_  
\_\_\_\_\_

4. Other

\_\_\_\_\_  
\_\_\_\_\_

5. Other

\_\_\_\_\_  
\_\_\_\_\_

6. Other

\_\_\_\_\_  
\_\_\_\_\_

**C. Complexity of Duties** (degree of variability of duties, extent of available procedures, and extent of own planning they must do):

**D. Independent Judgment and Decision Making** (level of supervision provided, examples of where person has discretion and exercises independent judgment in decisions):

**E. Does the Position supervise others?** How many? Who? (ex. 3 students, 1 GRA, 1 technician)

**F. Physical Demands:** Indicate appropriate level

- Typically the work may be performed sitting down. No special physical demands are required. There may be some walking, standing, bending and carrying of light items such as paper, books, small equipment and supplies.
- Work requires some moderate physical exertion such as periods of standing, walking over rough uneven or rocky surfaces; recurring bending, crouching, stooping, stretching reaching or lifting of moderately heavy items (10-25 lbs).
- Work requires considerable and strenuous physical exertion such as frequent climbing, lifting heavy objects over 50 pounds, crouching or crawling in restricted areas.

**G. Working Conditions:** Indicate appropriate level

- Typical office or laboratory environment. No significant exposure to risks or discomforts.
- Work involves moderate discomforts which require special precautions, e.g. working around moving parts, carts or machinery, working with irritant chemicals, conducting field work in various outdoor weather conditions.
- Work environment involves significant risks with exposure to potentially dangerous or extremely adverse conditions which require a range of safety and other precautions, e.g. field work from boats and research vessels, exposure to tropical diseases, travel to remote areas.

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**Research Foundation Use ONLY**

Payroll Title \_\_\_\_\_

Job ID \_\_\_\_\_

FLSA Status \_\_\_\_\_

Pay Band \_\_\_\_\_

*HR Coordinator* \_\_\_\_\_

*HR Director* \_\_\_\_\_