

## PAA Job Description Form

**Institution or Agency:** Western Illinois University

**Current Incumbent:**

**UAP#:**

**University/Agency Job Title:**

**Standard Exemption Title:**

**Primary Job Function:**

**Organizational Chart:** *(Please provide a brief organizational chart showing to whom this position reports as well as the job title(s) of those persons reporting to this position.)*

**Major Duties & Responsibilities:** *(List the essential then marginal duties and responsibilities of the position in order of descending importance)*

A. Essential

B. Marginal

**Minimum Qualifications:**

**Incumbent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_