EAST CAROLINA UNIVERSITY
NON-FACULTY EPA
POSITION DESCRIPTION FORM

Division: ___________________________  Department: ___________________________

6-Digit Position No.:_______  Funding: ____  Org: ____  Account: ____  Project: ______________

Employee’s Name: ____________________________  Current/Proposed Salary : ______________________

Title of Position: __________________________  Name & Title of Supervisor: __________________________

FTE: ________  Months per Year: ________  Effective Date _____________________________

INSTRUCTIONS: The position description for designation of new or existing Non-faculty EPA positions should be written in narrative format and attached to this form. For new positions, a description should be completed 60 days prior to the anticipated hiring date. An organizational chart should be attached to show the placement of the position. The position description will be reviewed by the Assistant Vice Chancellor with the ECU Department of Human Resources. The following information should be included as part of the position description:

1. A general description of the organizational unit to which the position is assigned, including a description of the programs and services to be provided.

2. A summary of the position’s duties (i.e., usual faculty teaching duties/instructional, administrative and/or research).

3. Your justification of why and how the position meets the guidelines for Non-faculty EPA Instructional or Research based on the Non-faculty EPA guidelines/criteria provided. Identify the specific role supported by the position’s characteristics and explain how the role is supported.

4. The minimum qualifications for the position.

CERTIFICATION OF COMPLETION: I certify that the attached job description is an authorized, official position description of the subject position and that the information provided is accurate and complete.

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<th>Supervisor Signature</th>
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<td>Human Resources Approval</td>
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Revised: April 24, 2008