

EHRA NON-FACULTY POSITION DESCRIPTION FORM

Position #:			
Position Title:			
EPA Non-Faculty Classification		This information is determined in discussion with the respective HR representative in your business hub	
EPA Non-Faculty Subcategory		This information is determined in discussion with the respective HR representative in your business hub	
Position Summary			
This is a good place to include how the job responsibilities will integrate the qualities of diversity, equity, and inclusion.			
Principal Functions			
	#	%	Description
	1		
	2		
	3		
	4		
Educational Requirements			
Qualifications & Experience Requirements			
<ul style="list-style-type: none"> • Minimum requirements should only include “must haves” such as technical experience, base-level education, and certifications; • These basic qualifications should be identified in your evaluation criteria matrix; • If you are going to include requirements related to diversity, equity, and inclusion be sure that the requirement does not limit your ability to hire selected candidates. 			
Preferred Qualifications & Experience			
<p>To be inclusive, consider the following for preferred qualifications:</p> <ul style="list-style-type: none"> • Preferred qualifications should only be included if the “ideal” experience and level of expertise is needed for optimal performance; • Preferred qualifications should eliminate unnecessary barriers (eg. familiar with UNC policies and procedures; references to specific UNC technology platforms unless needed for optimal performance) and create more equitable and inclusive recruiting practices; 			

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DEPARTMENT #:		POSITION #:	
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	Acknowledgement: University of Washington
	Proposed JCAT and CUPA Code: This information is provided by the respective HR representative in your business hub
	Salary Range: This information should be determined in advance by the department head and confirmed with the respective Associate Vice Chancellor