

PROFESSIONAL STAFF POSITION DESCRIPTION

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Period Covered by this E7

July 1, 200\_\_ to June 30, 200\_\_

(Due July 1)

Professional Staff Member: \_\_\_\_\_

Job Title: \_\_\_\_\_

Department/Work Area: \_\_\_\_\_

President or Designee: \_\_\_\_\_

Format the E7 as follows (use additional pages as necessary):

Job Description Item (Goal) [use I, II, III,...]

Objective(s) (if appropriate and mutually agreed) Item(s) [use A, B, C,...]

Activities/Methods Item(s) [are 2, 2, 3,...]

\_\_\_\_\_  
President or Designee

\_\_\_\_\_  
Professional Staff Member

Date \_\_\_\_\_

Date \_\_\_\_\_