**Job Summary Form**

To list a position, save this form to your hard drive and send along with the Job Description Template, PEM Form, signed Request to Recruit Form, Training Plan and Organizational Chart to your Director or Associate/Assistant University Librarian.

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| **Open Position Payroll Title:** | | **Open Position Working Title:** | |
| **Funding Source:** | **Desk Location:** | | **Phone Number:** |

Supervisor’s Name:

Interview panel:

Brief overall description of your department:

Duties:

Required Qualifications:

Preferred Qualifications: