

**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 1, 2, 3, ...]

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

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

Date\_\_\_\_\_

Date\_\_\_\_\_