

Position Description for OPS & Post Doc Positions

Job Title:

OPS – NON-Secretary/Clerk

Post Doc

Submitted by: _____ Date _____

Describe job functions in terms of outcomes/results rather than method used or how a job is normally accomplished. List all essential functions of the position.

Will this job contain duties that require a health assessment?

If yes, please include HAMS supervisor checklist with other hire documents.