

EAST TENNESSEE STATE UNIVERSITY

MODIFIED POSITION QUESTIONNAIRE FOR GRANT DEVELOPMENT ASSISTANCE

(1) Proposed Position Title: _____

(2) Supervisor's Name and Title: _____

(3) Department: _____

(4) Job Duties and Responsibilities

Essential Position Functions (the position exists primarily to perform these functions and the absence of the functions would alter the job):

Secondary Position Functions:

(5) Minimum education requirements: _____

(6) Minimum specialized training: _____

(7) Minimum years of experience: _____

(8) License or certificate required: _____

(9) Special skills or attributes required: _____

(10) Does the position have supervisory responsibility? _____