Use the AP PClass Structure to assign the appropriate PClass. Include unit name after title (ex: Communications Specialist - Department of Physics).

The PAPE is not the same as the job ad. The PAPE is basically the job description.

Do not include the position title, incumbent, he/she, information about the unit, etc.

Do not include the position title, incumbent, he/she, etc. Again, this is the job description. Detailed supervisory duties should be included (ex: hire, train, conduct performance evaluations, approve time/leave, recommend salary, assign/review work).

List the primary function of the position. This should only be about 1-2 sentences and should not include information about the unit, reporting lines, etc. This really is just a quick summary of the position.

List specific/detailed duties being sure to include any supervisory duties (ex: hire, assign work, performance evaluations, etc.), over what employee group(s) the position has. Also, duties should be listed as if the employee is describing what they do (ex: Write [not Writes] press releases for distribution in the newsletter).

Duties need to be specific and should reflect the independent judgment and autonomy of the position. Any travel, different work schedule (evening, weekends), or special handling requirements should be listed in the duties section.
**Position Requirements & Qualifications**

Minimum education and work experience (including years) to qualify for position (include information relative to required specialized intellectual study if required)

**Education**

Provide required degree(s) and preferred degree(s), if applicable. Also include areas in which the degree(s) are required and/or preferred.

**Experience**

Provide required experience. May also want/need to provide preferred experience.

**Training**

This is required or preferred training to qualify for the position, not on the job training.

**Knowledge Requirements**

This is required or preferred knowledge that isn’t considered experience needed to be qualified for the position.
* Using the boxes below, illustrate the chain of command from vice-presidential or vice-chancellor level down to all those reporting directly to the position in question. (You must enter at least one level.) To enter more than one level, click +Add Level.

Vice Chancellor for Academic Affairs
Dean, College of Engineering
Associate Dean, Department Relations
Assistant Dean, Communications
Communications Specialist
Employee Groups which position supervises

Highest level will be Vice Chancellor for your area depending on your organizational structure (Academic units should enter Vice Chancellor for Academic Affairs and Provost). The title of this position should always be listed, and the lowest level should include any employee groups for which the position has supervisory responsibility (ex: Academic Professional, Graduate Assistant, Civil Service and Undergraduate Student Employees).

Exemption (AHR use only):
- 36e(2)
- 36e(3)
- 36e(4)

$ Save and Continue to Approvals  $ Save  $ Exit

For assistance, call Academic Human Resources at 217-333-6747.