



Alcorn
State University

Job Analysis

Job title:

Department:

Reports to:

Employee(s) interviewed for this analysis:

Date:

Basic functions and scope of the job: Please provide a brief summary of the main purpose of this job and the prime reason for its existence.

Work performed: Describe in detail the duties performed. State specifically what is done, and explain why and how. State the frequency of the duties performed.

Duties:

Frequency:

Work contacts: The extent to which the position requires the ability to gain cooperation, persuade and influence other people.

<i>Contacts</i>	<i>Frequency</i>	<i>Purpose of Contact</i>	<i>Means of Contact</i>
Immediate Peers			
Peers in other depts.			
Immediate Manager			
Managers in other depts.			
Executives			
Customers			
Other (specify)			

Decision-making authority: Indicate the level of discretion or authority allowed under company policies, procedures and practices.

Supervisory responsibility: Extent to which the position controls, directs, or is accountable for work of others.

Titles of employees supervised:

Physical effort: Amount of physical exertion expended in handling materials, tools, operating machines or equipment. Identify tools, equipment, machinery, materials handled. Indicate % of work time involved.

___ Operates no tools, machines or equipment. No significant lifting.

Tools, equipment and/or machinery used:

Position	% of time in position
Walking	
Standing	
Lifting	
Climbing	
Pulling	
Pushing	
Cramped or confined space	
Sitting	

Work conditions: Degree of exposure to adverse conditions.

___ No adverse work conditions.

Condition	% of time
Dirt	
Heat	
Fumes	

Smoke	
Water	
Noise	
Vibration	
Grease, Oil	
Dust, Shavings	

Education and training required: Minimum academic, commercial, and technical qualifications needed for performing duties of job.

- High school diploma/GED
- Associate degree
- Trade or technical school (Certificate or diploma)
- Bachelor's degree
- Graduate (Master's Degree, JD or Ph.D.)
- Certification (CPA, SHRM-CP, etc.)

Years of experience: Minimum previous experience required for performing the job.

- 0-1
- 1-3
- 3-5
- 5-more

Other requirements: List any other requirements for performing the job such as foreign languages, office or other equipment, licensure, etc.