**Workday Position Description Template**

**INSTRUCTIONS:** This template is used to create or update a position description. This template may be completed either by the manager or HUB HR staff. If completed by a manager, the template should be delivered to the appropriate HUB HR staff member for processing. Please fill out each section and then remove the instructional text.

**Job Profile: (Enter Workday Job Profile Name)**

**Proposed Business Title:**

**Job Description Summary**

**Essential Duties/Tasks**

**Qualifications**

**Required Education**

**Required Experience**

**Required Licenses and Certifications**

**Preferred Qualifications**

**Knowledge, Skills, and Abilities**

**Additional Information**

**Machines or equipment used in the performance of essential duties**

**Physical Requirements**

**Other Requirements and Factors**

* This position is security sensitive
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU policies, regulations, rules and procedures
* All tasks and job responsibilities must be performed safely without injury to self or others in compliance with System and University safety requirements