



**BOARD OF REGENTS NON-EXEMPT STAFF AWARDS
POSITION DESCRIPTION**

Please provide all requested information, including specific job duties and responsibilities. You may use an additional page or attach it in the packet if necessary. (No resumes will be accepted in lieu of a position description)

Name (please print)

Supervisor's Name (please print)

JOB DUTIES AND RESPONSIBILITIES:

I certify that the above job duties are performed by the nominee:

(Supervisor's Signature)