



## PeopleAdmin Position Description Update Acknowledgement/Approval

Position descriptions are not meant to be personalized to an individual; but rather they are meant to detail the duties and responsibilities that are assigned/performed by the *position*.

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**Position Title:** \_\_\_\_\_

VSU Employee- By signing below you are acknowledging that you have read and understand the contents of your position description.

**Employee Name:**

(Printed): \_\_\_\_\_

(Signed): \_\_\_\_\_

Date: \_\_\_\_\_

VSU Supervisor- By signing below you are acknowledging that the contents of this position description are an accurate depiction of the work performed by this position.

**Immediate Supervisor:**

(Printed): \_\_\_\_\_

(Signed): \_\_\_\_\_

Date: \_\_\_\_\_

**Reviewing Authority (if appropriate):**

(Printed): \_\_\_\_\_

(Signed): \_\_\_\_\_

Date: \_\_\_\_\_

Revised 03/26/2015

**Department of Human Resources & Employee Development**

*A Unit of the Division of Finance & Administration*

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