Academic Hourly Job Description

This is a job aid for an Academic Hourly Job Description Form in HireTouch. Additional HireTouch instructions are available on the Office of Diversity, Equity, and Access website, http://diversity.illinois.edu/hiretouch.html.

Academic Hourly Research - Academic Human Resources
Academic Hourly - Pending

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Form

Academic Hourly Job Description

Fields marked with an asterisk (*) are required

*Requestor Name: Enter Requestor Name

*Requestor Title: Enter Requestor Title

*Academic Hourly Title:

Academic Hourly Research

- Academic Hourly Administrative
- Academic Hourly Clinical
- Academic Hourly Research
- Academic Hourly Teaching

Select Academic Hourly title from drop down (title definitions are available on page 5 of this document)

*Exemption Number/PClass Code:

49997/BFBGA - Research

- 51004/BFBAA - Administrative
- 49997/BFBFA - Clinical
- 49997/BFBGA - Research
- 49997/BFBHA - Teaching

Select Exemption Number/PClass Code from drop down based on Academic Hourly title selected above

Position Number: Enter position number if known

Organization Code:

Organization Name:

Organization Code and Name default from the workflow Job Details setup screen

1746000

Academic Human Resources
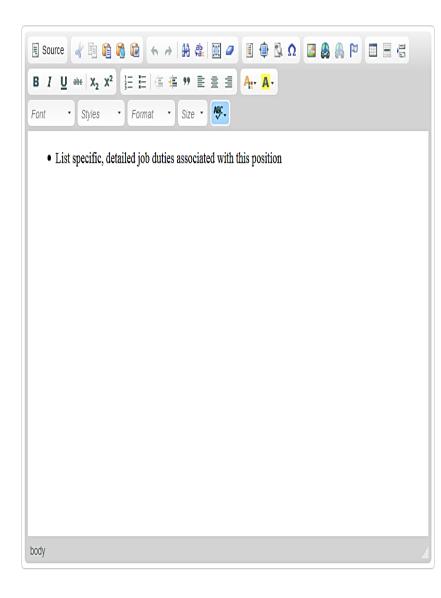
*College Code (2 character field):   Enter 2 Character College Code

*Primary Function of Position/Summary (1-2 sentence summary):

Enter a brief 1-2 sentence summary of the temporary, professional role/purpose of this position.

Major Duties & Responsibilities

*Major Duties and Responsibilities (detailed job duties):

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- List specific, detailed job duties associated with this position

body

Education

*Required Education:

Indicate the education requirements (minimum of a Bachelor's degree; degree area may also be included) for all who will hold this position. Example: Bachelor's degree in Mechanical Engineering or related field.

Preferred Education:

Experience

*Required Experience

Indicate required experience for all who will hold this position.

Preferred Experience

Training, Licenses or Certifications

(Needed to be considered for the position; do not include any on-the-job training needed)

Required Training, Licenses or Certifications :

> Indicate training, licenses or certifications required for all who will hold this position, if applicable. Example: A valid Driver's License

Preferred Training, Licenses or Certifications:

Knowledge Requirements

Required Knowledge:

> Indicate any knowledge required for all who will hold this position that is not considered experience, if applicable.

Preferred Knowledge:

S Save and Continue to Approvals **S** Save **⏏** Exit

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

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- **Administrative** – charged with high level administrative responsibilities, with latitude to make decisions based on administrative policies, exercising discretion and independent judgment with only general administrative supervision or direction.

- **Clinical** – engaged in practical application of knowledge of an advanced type in a field of science or learning customarily acquired by a prolonged course of specialized intellectual instruction and study. May be engaged in activities of or pertaining to direct observation, applications to, or treatment of patients or human subjects.

- **Research** – engaged in either qualitative or quantitative research activities, normally under the direct oversight of an academic department. May include field historical research, linguistic studies, archeology, etc.

- **Teaching** – may provide direct classroom instruction, direct instructional support, academic/career planning/counseling to student. May be engaged in instruction for both credit and non-credit instructional programs.