

TIME & EFFORT JOB DESCRIPTION FORM

**EMPLOYEE:
POSITION:
CLASSIFICATION:
DEPARTMENT:
REPORTS TO:**

GENERAL POSITION SUMMARY:

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Time and Effort that is Sponsored Program Supported: This position is supported by funding from the following Sponsored Program(s) for the following job responsibilities:

Agency:	PERCENT TIME
Program:	
KCC Cost Center:	
Description of Duties:	

Agency:
Program:
KCC Cost Center:
Description of Duties:

Agency:
Program:
KCC Cost Center:
Description of Duties:

Time and Effort that is College Supported: This position is supported by funding from the budget of the Division of Resource Development, for which some or all of the position's time may be contributed to Sponsored Program(s) and therefore must be described, tracked and accounted for separately in the following two (2) categories:

1) Contributed Time (Match) To a Sponsored Program

Agency:
Program:
KCC Cost Center:
Description of Duties:

2) Time to College Supported Programs

Agency:
Program: Hard Dollar Account
KCC Cost Center: 11-
Description of Duties:

RANGE OF POSITION ACTIVITIES:

Constant (67-100%):

Frequent (34-66%):

Occasional (10-33%)

PERFORMANCE EXPECTATIONS:

SPECIAL DEMANDS:

MINIMUM QUALIFICATIONS:

SALARY:

Base of \$ annually. Paygrade:

INSURANCE:

The College purchases term life, disability, health and dental/vision insurance; provides a flexible benefits account; and, contributes to a retirement program for each full-time member.