

**XIII-E7 PROFESSIONAL STAFF POSITION DESCRIPTION  
Shall Be Updated Annually\***

Page \_\_\_ of \_\_\_

Period Covered by this E-7: July 1, 20\_\_\_ to June 30, 20\_\_\_ (Due July 1)

Professional Staff  
Member: \_\_\_\_\_

Job  
Title: \_\_\_\_\_

Department/Work  
Area: \_\_\_\_\_

President or  
Designee: \_\_\_\_\_

---

Format the E7 as follows (use additional pages as necessary):

Job Description Item (Goal) [use I, II, III, ...]

Objective(s) (if appropriate and mutually agreed) Item(s) [use A, B, C, ...]

Activities/Methods Item(s) [are 1, 2, 3,

College Service:

---

President or Designee

---

Professional Staff Member

Date \_\_\_\_\_

Date \_\_\_\_\_

\*Per 12.04.A.1, if substantive and ongoing duties are modified and/or added, the E-7 shall be rewritten.