



UNIVERSITY OF WISCONSIN

OSHKOSH

Office of Human Resources

Complete this form for analysis of, and/or update of a position description for volunteer positions. The volunteer and supervisor must also review and sign the Volunteer/Unpaid Intern Agreement.

<b>Date Created:</b>	<b>Volunteer Role:</b>
----------------------	------------------------

**Position Information**

<b>Name:</b>	<b>Supervised by:</b>
<b>Department:</b>	<b>College/Division:</b>
<b>Start Date:</b>	<b>End Date:</b>

**Location:**

**Position of Trust:**     Yes     No  
*Defined as: Position may involve unsupervised or significant access to minors, under the age of 18 who are NOT enrolled or accepted for enrollment at a UW System Institution, and medical patients (vulnerable populations); property access; financial/fiduciary duties; and all executive positions.*

**Please note:** The Office of Human Resources will review the Volunteer Position Description and determine, based on the duties of the volunteer position, if a criminal background must be conducted for this position.

**Purpose:** Please describe in paragraph format the major goals and overall purpose of this position.

**Duties and Responsibilities**

- 
- 
- 
- 
- 
- 
- 
- Other duties at the request and willingness of the volunteer.

**Time Commitment:**

- 

**For Office of Human Resources use ONLY:**

**Position of trust:**                                     Yes     Yes, vulnerable     No  
**Criminal Background Check Required:**     Yes     No  
**Net ID and email access need:**                 Yes     No

<b>Human Resources:</b>	<b>Date</b>
-------------------------	-------------