

# Administrative Support Position Comparison Worksheet

Employee Name / Department: \_\_\_\_\_

Position Comparison	Assign Value*	Position #1	Position #2	Position #3
<b>Title Reviewing</b>				
Areas of Responsibility				
Work Complexity				
Documents & Databases				
Budget & Financial				
HR				
Coordination				
Contacts				
Student Services				
Supervision				
Min Ed				
Min Exp				
Skills				
Levels of Supervision				
<b>Title Recommendations</b>				

For Position Number: \_\_\_\_\_

Reviewed By: \_\_\_\_\_

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