## **Unit Orginizational Chart Requirements**

- Position being reviewed must be highlighted.
- Position numbers must be listed.
- Position job code title and working title must be listed (Admin Assistant III-Education Program Coord, Program Assistant II-Office Manager, etc.).
- Number of student employees must be listed.
- Incumbent names must be listed.
- Number of rostered faculty
- Number of rostered students

## **EXAMPLE**

