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| --- | --- | --- |
| Position | | |
| Click here to enter Position Name. | | Classified Exempt |
| Division/Department | Incumbent | |
| Click here to enter Division. | Click here to enter held by. | |
| Reports to | Date | |
| Click here to enter Supervisor. | Click here to enter a date. | |
|  | | | |
| Position Summary  [Type a description of the essential roles, responsibilities and activities a candidate can expect to assume in this position; include reporting relationship, position type (exempt, classified, faculty, etc.) and who this person reports to.]  Essential Functions   * [Bulleted item – “enter” after each line will create a new bullet item]   Qualifications  Minimum Qualifications   * [Bulleted item-“enter” after each line will create a new bullet item]   Preferred Qualifications   * [Bulleted item – “enter” after each line will create a new bullet item]   Conditions of Employment   * [Bulleted item – “enter” after each line will create a new bullet item]   The Successful Candidate Must Demonstrate   * [Bulleted item – “enter” after each line will create a new bullet item] | | | |