|  |
| --- |
| 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]

QualificationsMinimum 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]
 |