Job Description

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| |  |  |  |  | | --- | --- | --- | --- | | |  |  | | --- | --- | | Template: | **Staff Vacancy** | | | | |  |  | | --- | --- | | Job Title: |  | | | | |  |  | | --- | --- | | Organization Code: |  | | | | |  | | --- | | Organization Name: | | | | |  |  | | --- | --- | | Reason for Job Description: |  | | | | |  |  | | --- | --- | | Position Number: |  | | | | |  |  | | --- | --- | | FOAP Information 1: |  | | | | |  |  | | --- | --- | | FOAP Information 2: |  | | | | |  |  | | --- | --- | | Proposed Salary Range: |  | | | | |  |  | | --- | --- | | Months Per Year: |  | | | | |  |  | | --- | --- | | FTE/Percent Time: |  | | | | |  |  | | --- | --- | | Work Schedule: |  | | | |  | | | Place of Employment: |  | | |  |  | | --- | --- | | Classification: |  | | | | |  |  | | --- | --- | | HireTouch Job ID: |  | | | | **Primary Position Function/Summary** One to three sentence summary of position functions  **Major Duties/Responsibilities** |  | |

**Position Requirements and Qualification**

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| |  |  | | --- | --- | | List desired minimum and preferred qualifications for the position. | | | **Education Required** |  | | Education Preferred |  | | **Experience Required** |  | | Experience Preferred |  | | **Training, Licenses or Certifications Required** |  | | Training, Licenses or Certifications Preferred |  | | **Knowledge, Skills, and Abilities Required** |  | | Knowledge, Skills, and Abilities Preferred |  | | Environmental Demands |  | | |  |  | | --- | --- | | Other/Comments: |  | | | |  | | | \* Using the boxes below, illustrate the chain of command from vice-presidential or vice-chancellor level down to all those reporting directly to the position in question. To enter more than one level, click +Add Level. | | |

**Organizational Relationship**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| |  |  |  |  | | --- | --- | --- | --- | | |  |  | | --- | --- | | Security Sensitive or Protection of Minors: |  | | | | |  |  | | --- | --- | | Purchasing Authority of $5,000 or more: |  | | | | |  |  | | --- | --- | | Supervisory responsibility of 20 or more: |  | | | |  | | | Interview Transfer: |  | | Payroll Feeder System: |  | |  | | |  | | | Applicants contact for interview: |  | | Office Phone: |  | | Email: |  | |  | | | HR Contact Name: |  | | HR Contact Phone: |  | | HR Contact Email: |  | |