

Job Description: <Insert title of job>

<p>Campus/Site: <Insert the Campus. If Continental or International, also insert the Site.></p>	<p>Position Code: <Insert the Colleague Position Code.></p>
<p>Department: <Insert the Department Name.></p>	<p>Job Classification: <Insert pay category. If not known, Human Resources will complete.></p>
<p>Reports to: <Insert the job title of the person that this job reports to.></p>	<p>FLSA: <Insert Exempt or Non-exempt. If not known, Human Resources will complete.></p>
<p>Summary: <Insert a brief summary description of the job and include an explanation of why the job exists.></p>	
<p>Minimum Required Education: <List the formal education and any licenses or certificates required in order to perform the job.></p>	<p>Minimum Required Experience: <List the experience requirements required in order to perform the job.></p>
<p>Required Knowledge, Skills and Abilities: <List the required knowledge, skills and abilities needed in order to perform the essential job responsibilities identified in the right hand column.></p>	<p>Essential Job Functions: <List, in order of importance, the five to eight essential responsibilities of the job.></p>
<p>Other Information: <If applicable, list budgetary responsibilities, travel requirements, scheduling requirements.></p>	<p>Physical Requirements: <List any physical requirements of the job, such as lifting.></p>

Supervisor

Date

Human Resources Director

Date

Executive Officer

Date