|  |  |  |  |
| --- | --- | --- | --- |
| **Position Title** |  | **Number of Openings** |  |
| **Planning Unit** |  | **Department** |  |
| **Campus** |  | **Office Location** |  |
| **Start date** |  | **End date** |  |
| **Hours per week** |  | **Schedule** |  |
| **Primary Supervisor/ Time Approver** |  | **Secondary Supervisor** |  |
| **Preferred Candidate(s) (List name and contact info or “N/A”)** |  |
| **List any required testing or screening steps (e.g. typing test, Microsoft Office testing, additional background checks, etc.)** |  |
| **List any additional request or special notes** |  |
| **Market hiring range assigned by Comp.** |  |

|  |
| --- |
| **Position Summary:** In 3 – 4 sentences, briefly but specifically, summarize the primary purpose of the position. |
|  |
| **Primary Accountabilities:** List up to five **primary accountabilities** of the position in the space provided below, indicating the **most important** first, and the approximate percentage of time spent on each function over the course of a year. DO NOT list any duties or responsibilities that require 10% or less of the position’s time. |
| 1.
 |
| 1.
 |
| 1.
 |
| 1.
 |
| 1.
 |
| Position Qualifications |
| **Minimum Education:** Indicate the minimum level of related experience required to effectively perform the position’s responsibilities. |
| [ ]  HS Diploma/ GED | [ ] Vocational/ Tech. training | [ ] Vocational/ Tech. degree | [ ]  Associate’s degree | [ ]  Bachelor’s degree | [ ]  Master’s degree | [ ]  Doctoral degree |
| **Related Field(s) (If applicable):** |
| **Minimum Experience:** Indicate the minimum level of related experience required to effectively perform the position’s responsibilities. |
| [ ]  Less than 12 months | [ ]  1 – 2 years | [ ]  3 – 5 years | [ ]  6 – 8 years | [ ]  More than 8 years | [ ]  Other |
| **Additional information or qualifications (such as licensure, certifications, valid Driver’s License, etc):**  |
|       |