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| **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.** | |  | | |

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| **Position Summary:** In 3 – 4 sentences, briefly but specifically, summarize the primary purpose of the position. | | | | | | | | | | | | |
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| **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. | | | | | | | | | | | | |
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| 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):** | | | | | | | | | | | |
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