Job Description

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| Template: | **Staff Vacancy** |

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| Job Title: |  |

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| Organization Code: |  |

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| Organization Name: |

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| Reason for Job Description: |  |

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| Position Number: |  |

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| FOAP Information 1: |  |

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| FOAP Information 2: |   |

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| Proposed Salary Range: |   |

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| Months Per Year: |  |

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| --- | --- |
| FTE/Percent Time: |  |

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| Work Schedule: |  |

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| Place of Employment: |  |
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| Classification: |  |

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| HireTouch Job ID: |  |

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| **Primary Position Function/Summary**One to three sentence summary of position functions**Major Duties/Responsibilities**  |  |

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**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 |   |
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| --- | --- |
| Other/Comments: |  |

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| \* 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.  |

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**Organizational Relationship**

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| Security Sensitive or Protection of Minors: |  |

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| Purchasing Authority of $5,000 or more: |  |

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| --- | --- |
| Supervisory responsibility of 20 or more: |  |

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| Interview Transfer: |  |
| Payroll Feeder System: |  |
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| Applicants contact for interview: |  |
| Office Phone: |  |
| Email: |  |
|  |
| HR Contact Name: |  |
| HR Contact Phone: |  |
| HR Contact Email: |  |

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