

Items in red are required!

POSITION DESCRIPTION

Position Type: Regular (ongoing) Temporary (<1 year) Term (1 to 3 years)

Position Overview:

NOTE: This position overview appears in the advertisement. Think about and describe the business need for this position. Why does this position exist? Focus on the job's overall purpose and provide insight into the position and the context within which it works. Include the size, scope and activity of the role.

Specific Duties:

Link: [OHR User Guide – How to Write a Position Description](#)

What needs to be completed?
Provide description of tasks/work.
Be specific!

| Duty % | Duty Description (Attach additional pages if needed) |
|--------|--|
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POSITION DESCRIPTION

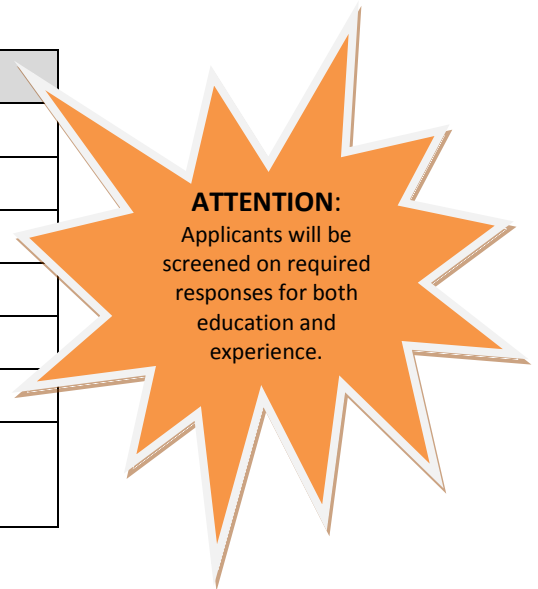
Employees Reporting to this Position:

| | |
|--|--------------------------------------|
| | Managers/Directors |
| | Supervisors |
| | Unclassified Staff (Non-Supervisory) |
| | Classified Staff |
| | Students |
| | N/A |



Education Required:

| Please Select One: | Area(s) of Study (Optional): |
|--|------------------------------|
| High School | |
| 2-Year College Degree | |
| Technical School | |
| Bachelor's Degree | |
| Master's Degree | |
| Other | |
| <i>Note: CCS positions have pre-determined requirements based on specifications and cannot be removed or modified.</i> | |



Experience Required:

| | |
|---|------------|
| <i>Is it acceptable for an applicant to have an equivalent combination of education and experience in lieu of requirements noted above?</i> | Yes |
| | No |

Education Desired:

| Please Select One: | Area(s) of Study (Optional): |
|-----------------------|------------------------------|
| High School | |
| 2-Year College Degree | |
| Technical School | |
| Bachelor's Degree | |
| Master's Degree | |
| Other | |

Experience Desired: