

- New Position (adding a new FTE)
- Fill an Existing Position (minor changes to job duties, replacing a vacant position)
- Fill an Existing Position at a Different Classification (significant changes to job duties)  
Reclassification (promoting or demoting an employee to a different classification & duties)

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

Working Title:

University Classification:

Position Number (if known):

Proposed Salary Range:

## Position Overview

**NOTE: The position overview is what will post. Please describe the business need for the position. Why does the position exist? Focus on the job's overall purpose and the context within which it works. Include size, scope, and overall summary of duties.**

## Specific Duties

**NOTE: Include specific detail about what needs to be completed, and a description of the tasks/work. The percentage breakdown should be on average, annualized.**

Duty %	Duty Description

**Who will report to this position? Please be as accurate as possible.**

Number of Direct Reports	
	N/A (this position has no direct reports)
	Managers/Directors
	Supervisors
	Unclassified Staff (non-supervisory)
	Classified Staff (CCS or CWA)
	Student Employees (including GAAs)

## Required Education

Please Select One:	Area(s) of Study (Optional):
Per CCS Specifications (required for CCS positions)	
High School Diploma or GED	
2-Year College Degree/Associates Degree	
Bachelor's Degree	
Master's Degree	
Juris Doctor (J.D.)	
Doctor of Philosophy (PhD)	
Other (please specify)	

**Is it acceptable for an applicant to have an equivalent combination of education and experience in lieu of the requirements noted above?**

- Yes  
 No

## Required Experience

**NOTE: Please be as specific as possible in this section. Supplemental recruiting questions are derived directly from this information. If a candidate does not meet this criteria, they will not be included in the active pool. Consider what needs to be established day one, and what can be learned in the job.**

## Desired Education

Please Select One:		Area(s) of Study (Optional):
<input type="checkbox"/>	Per CCS Specifications (required for CCS positions)	
<input type="checkbox"/>	High School Diploma or GED	
<input type="checkbox"/>	2-Year College Degree/Associates Degree	
<input type="checkbox"/>	Bachelor's Degree	
<input type="checkbox"/>	Master's Degree	
<input type="checkbox"/>	Juris Doctor (J.D.)	
<input type="checkbox"/>	Doctor of Philosophy (PhD)	
<input type="checkbox"/>	Other (please specify)	

## Desired Experience

**NOTE: Please be as specific as possible in this section. Supplemental recruiting questions are derived directly from this information. However, if a candidate does not have this experience, they will still be included in the active pool.**