

Job Title: **Position Title Goes Here**
Department: **Dept Goes Here**
Grade: To Be Determined
Supervisor: Department Chair

Date:
FLSA Status: **Exempt/Non-Exempt**
Emp. Grp: **Admin/2110/Conf/TWU**
Approved by:

Position Title Goes Here
Department Goes Here

FUNCTION:

Write a few sentences here to broadly describe the job. Should include reporting relationship. (EX: “Under the direction of the department chair, coordinates all aspects of”)

DUTIES & RESPONSIBILITIES:

This is a numbered list of duties and responsibilities of the position. Generally, #1 is most important, #2 second most important, and so on.

QUALIFICATIONS:

This is a bullet-point list noting requirements such as degrees required, years of experience required, particular skills required including computer and communication skills. May also list qualifications that are “preferred.”

This job description is intended as a summary of the primary responsibilities of and qualifications for this position. The job description is not intended as inclusive of all duties an individual in this position might be asked to perform or of all qualifications that may be required either now or in the future.