

**POSITION TITLE**:

**POSITION NUMBER:**

**JOB CATEGORY:**

(Exempt or Non-Exempt)

**CENTER / DEPARTMENT**:

**LOCATION:**

(Geographic)

**HIRING RANGE:**

**(**Hourly rate if non-exempt)

**JOB GRADE:**

**PAY BASIS:**

**BENEFITS ELIGIBLE:**

(PT, FT, with benefits, etc)

**SUBJECT TO GRANT FUNDING:**

(Yes or No)

**REPORTS TO:**

**(Supervisor Title)**

**REPORTS TO:**

**(Position #)**

**PRIMARY PURPOSE:**

No more than 5 lines.

**ESSENTIAL JOB FUNCTIONS:**

**(**Maximum 10 functions include task goals developed for non-exempt positions)

**MARGINAL JOB FUNCTIONS:**

 (If needed)

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**:

**Physical Requirements / Working Conditions:**

**REQUIRED CERTIFICATIONS/LICENSURES:**

**REQUIRED EDUCATION:**

**MAJOR:**

(If required)

**REQUIRED EXPERIENCE:**

**OTHER PREFERRED QUALIFICATIONS:**