**Position Description**

**Title Code:**

**Official Title:**

**Working Title:**

**Department:**

**FTE:**

**Pay Basis:**

**Appointment Type:**

**Exempt:** Yes  No

**Represented:**  Yes  No

**Date Finalized:** Click here to enter a date.

**Position Summary**

**A clear concise statement explaining the major functions of the position. Describes the overall end-result the job produces and why it exists. 1-2 sentences to give an overview of the job’s main purpose**

**Responsibilities**

**Brief statements which summarize the work performed that is critical to the job’s existence and success. Typically 4 -7 responsibilities are listed. Percentages are not required.**

**Essential Knowledge And Abilities**

**Qualifications**

**Education, Experience, Training And/or Certifications**

Required