

Position Summary (Limited to 1 page)

Position # (or New): Click or tap here to enter text.
Position Title: Click or tap here to enter text.
Department: Click or tap here to enter text.

Position Purpose: Provide 2 sentences or less summarizing the *primary* purpose of this position.

Core Responsibilities: Provide a bulleted list of no more than 8 core responsibilities of the role; starting with a verb. Focus on those that provide an indication of the scope and impact of the role. Include information that demonstrates the level of responsibility for material, financial, human and information resources.

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Position Prerequisites: Provide a bulleted list of 8 essential skills, abilities, education, or experience needed to be successful in this position. Include any certificates and licenses here.

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Physical Demands & Working Conditions: