

# Position Summary

(Limited to 1 page)

## Position # (or New):

## Position Title:

## Department:

## Position Purpose:

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

## Core Responsibilities:

*Bulleted list of no more than 8 core responsibilities, starting with a verb. Focus on scope and impact (material, financial, human, and information resources).*

## Position Prerequisites:

*Bulleted list of 8 essential skills, abilities, education, or experience needed to be successful in this position. Include any certificates and licenses here.*

## Physical Demands & Working Conditions: