| **Name of Employee:**  |  |
| --- | --- |
| **Position Reports to:**  |  |
| **Division:**   | Office of the Chancellor (OOC) |
| **Department:**  | Shared Services -  |
| **Classification:**   |  |
| **Working Title:**   |  |
| **Work Schedule:**   |  |
|  |
| **Type of position:**[x]  Full-time [ ]  Part-time[ ]  Other (describe in comments)[ ]  Intern | **Length of Lunch: 1 hour****Hours per Week: 37.5** |
|  |
| **General Description.** Describe the primary duties of the position with the most important first. This list does not imply that these are only responsibilities of the position. Incumbents will follow any other appropriate instructions and perform any other classification related duties as may be required by their supervisor.  |
|  |
| **Qualifications/Experience.** Minimum qualifications (education, knowledge, abilities, certifications, licenses, etc.) and experience (specific years, associations, relationships, supervisory, etc.) for this position. |
|  |
| **Supervision Given.** Describe how this person will be supervised; describe how the work is assigned and how the supervisor reviews the work. |
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