|  |  |  |
| --- | --- | --- |
| **BAND** | **GRADE** | **SUBGRADE** |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| **JOB TITLE** | **DEPARTMENT/SECTION** | **NEW OR REVISED**  |
| **SUMMARY OF FUNCTION:** **REPORTS TO:** **SUPERVISES:**  |
| **TASK NO.** | **Essential Function Description** | **FREQUENCY** |
| 1 | Serves Students.  | % |
| 2 |  | % |
| 3 |  | % |
| 4 |  | % |
| 5 |  | % |
| 6 |  | % |
| 7 |  | % |
| 8 | Support and participate in strategic planning initiatives and performs other duties as assigned.  | 5% |

#### QUALIFICATIONS (Please use bullets)

**Required: (Education and Experience)**

**Preferred: (Education and Experience)**

**Additional Eligibility Requirements: (Certifications or industry experience)**

**Classification: (exempt or non-exempt)**

**Position Type & Work Schedule: (Full-time or Part-time, daily hours, number of hours per week, months per year)**

**Knowledge, Skills and Abilities: (required to do the job)**

**Work Environment: (e.g. outside, indoors, noise level, lighting, other work conditions)**

**Physical Demands: (e.g. bending, sitting, kneeling, lifting, driving)**

**Travel: (% of time spent traveling and where)**

**Note: (location of position or other information not included elsewhere)**

**Human Resources (CHRO) Date College Officer (VP or President) Date**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Employee (When hired) Date**