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| --- | --- | --- | --- |
| System Title: | System Title | Working Title: | Working Title |
| Department: | Department  | Position Number: | Position Number |
| Level: | Level (i.e.: Core, Career, Foundational, Operational) | Position Type: | Position Type (i.e., full-time, part-time, student part-time, work study) |
|  |
| Task or Duties List – To be used when evaluating staff, posting the position and training new employees. Is intended to be reviewed and updated on an annual basis.  |
| Tasks or DutiesList the percentage and description of each primary task or duty assigned to the position, including “what,” “how,” and “why” work is performed. Total must equal 100%. * List bullet
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Qualifications and Education RequirementsSee role descriptorPreferred SkillsPreferred SkillsAdditional NotesAdditional Notes |

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| Reviewed By: | Name | Date: | Date |
| Approved By: | Name | Date: | Date |
| Last Updated By: | Name | Date/Time: | Date/Time |