

# JOB DESCRIPTION



JOB TITLE:

DATE LAST REVISED:

**Information needed for Job Requisitions:**

<b>Submitted by:</b>	
<b>Hiring Manager:</b>	
<b>New/Re-Fill – Direct Appointment:</b> <i>(if requesting a direct appointment, justification must be included with the staffing request form)</i>	
<b>Number of Job Opening(s):</b>	
<b>Recruiting Start Date:</b>	
<b>Target Hire Date:</b>	
<b>Worker Sub-Type:</b> <i>Staff, Temp Staff (if fixed term include end date), Tenure-Track Faculty, CNNT Faculty, Adjunct</i>	
<b>Time Type:</b> <i>(Part-time = less than .75FTE or Full-time = .75 FTE+ based on annualized FTE) Please include estimated FTE based on what person will be working.</i>	
<b>Primary Work Location:</b> <i>(Salem, Portland or Off campus)</i>	
<b>Scheduled Weekly Hours:</b>	
<b>Number of Months Worked per Year:</b> <i>(or if academic year, please add the months worked)</i>	
<b>Cost Center:</b> <i>Please ensure this matches your division's staffing plan for faster approval</i>	
<b>Fund:</b>	
<b>Department:</b>	
<b>Hourly Rate to be paid:</b> <i>(if non-exempt)</i>	
<b>Salary:</b> <i>(if exempt)</i>	
<b>Name of fiscal officer:</b> <i>(person who reviewed and approved the budget for this position or salary change.</i>	

**Job Description Summary** *(Add a short summary of position):*

**Job Duties:**

*(It is recommended that supervisors include "other duties as assigned" as part of this section)*

**Minimum Qualifications:**

*(Please include the minimum education, experience, computer skills, etc. for the position)*

**Preferred Qualifications:****Typical Work Schedule:**

*(For example: Monday – Friday 8am to 5pm).*

**Physical Demands & Working Conditions:**

*(This will vary significantly depending on the job. It may be as simple as: Typical work is performed indoors in a normal office environment. Or, it may be more specific, such as: Intermittent physical effort involving lifting up to 25 pounds is required. If you need assistance with the wording of this section, please contact HR.*