Job Description Template
Be sure to review the notes and guidelines to determine which headers are required.

**Rolling hire:** This position is continually hiring. Do not wait to apply!

**Duties and responsibilities:**

**General qualifications:**

**Evaluation procedure:**

**Classification levels:**

**Scheduling and hours per week:**

**Department location:**

**Application process:**

**Supervisor(s):**

**Contact name(s):**

**Contact email(s):**