Position Description – [POSITION TITLE]

**Title:** [POSITION TITLE]

**Exempt/Non-exempt:** [EXEMPT/NON-EXEMPT]

**Reports to:** [DIRECT SUPERVISOR TITLE]

**Position Summary:**

The [POSITION TITLE] [SUMMARY OF ROLE (example: This position is responsible for coordinating public awareness activities to external customers. Also, this position will promote internal stakeholders’ ideas and practices for the business’s support and ensure compliance with established business standards).

**Responsibilities and Duties:**

The [POSITION TITLE] responsibilities and duties include, but are not limited to:

**[MAJOR RESPONSIBILITY]**

* [DUTIES]

**[MAJOR RESPONSIBILITY]**

* [DUTIES]

**[MAJOR RESPONSIBILITY]**

* [DUTIES]

And other duties as may be assigned from time to time.

**Qualifications:**

Skills and Abilities

* [REQUIRED SKILLS/ABILITIES]
* [PREFERRED SKILLS/ABILITIES]

Experience

* [REQUIRED EXPERIENCE]
* [PREFERRED EXPERIENCE]

Education/Licensure/Certifications

* [REQUIRED EDUCATION/LICENSURE/CERTIFICATIONS]
* [PREFERRED EDUCATION/LICENSURE/CERTIFICATIONS]

Physical Requirements

* [PHYSICAL REQUIREMENTS FOR THE POSITION]