**Notice of Job Opening**

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| Position/Title: | | | Department: | |
| Pay Scale: | | | Location: | |
| Reports To: | | | Exempt  Non-Exempt | Temporary  Part-time |
| Position Summary: | | | | |
| **Essential Job Functions** | | | | |
| 1. |  | | | |
| 2. |  | | | |
| 3. |  | | | |
| 4. |  | | | |
| Minimum Requirements | |  | | |
| Education | |  | | |
| Experience | |  | | |
| Skills and Knowledge: | |  | | |
| Position Posting Date: | | | Position Closing Date: | |