**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: |