FUNCTIONAL TITLE:

GENERIC TITLE:

NAME: DATE:

DIVISION: DEPARTMENT:

REPORTS TO (TITLE):

STATEMENT OF PURPOSE:

MAJOR DUTIES AND RESPONSIBILITIES: (continue on next page if necessary)
MAJOR DUTIES AND RESPONSIBILITIES: (continued)

- Performs other duties as assigned.

The above statements reflect the general details considered necessary to describe the principal functions of the job as identified, and shall not be considered as a detailed description of all work requirements that may be inherent in the position.

QUALIFICATIONS:

APPROVALS:
Management retains the right to add or change job duties at any time.

______________________________
Department Manager

______________________________
Division Vice President

______________________________
Vice President for Human Resources