|  |  |  |
| --- | --- | --- |
| **BAND** | **GRADE** | **SUBGRADE** |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| **JOB TITLE** | **DEPARTMENT/SECTION** | **NEW or REVISED** |
| **SUMMARY OF FUNCTION:** **REPORTS TO:** **SUPERVISES:**  |
| **TASK NO.** | **DESCRIPTION** | **FREQUENCY** |
| 1 | Serves Students.  | % |
| 2 |  | % |
| 3 | Support and participate in strategic initiatives and perform other duties as assigned. | 5% |

#### QUALIFICATIONS

**Required:**

**Preferred:**

**Work Schedule:**

**Note:**

**Human Resources Date College Officer Date**

**Employee Date**