**NOTICE OF JOB OPENING**

This company is committed to the principles of equal employment opportunity and is committed to making employment decisions based on merit. We are committed to complying with national and local laws providing equal employment opportunities, as well as all laws related to terms and conditions of employment. The company desires to keep a work environment free of sexual harassment or discrimination based on race, religion, ethnicity, national origin, sexual orientation, physical or mental disability, marital status, age or any other status protected by national or local laws.

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| --- | --- | --- | --- | --- | --- |
| Position/Title: | | | | | Department: |
| Pay Scale: | | | | | Location: |
| Reports To: | | | | | Exempt Temporary  Non-Exempt Part-time |
| POSITION SUMMARY | | | | | |
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| ESSENTIAL JOB FUNCTIONS | | | |  | |
| 1. |  | | | | |
| 2. |  | | | | |
| 3. |  | | | | |
| 4. |  | | | | |
| MINIMUM REQUIREMENTS | | |  | | |
| EDUCATION | |  | | | |
|  | |  | | | |
| EXPERIENCE | |  | | | |
|  | |  | | | |
| SKILLS AND  KNOWLEDGE | |  | | | |
|  | |  | | | |
| Position Posting Date: | | | | | Position Closing Date: |