**Position Title:  
Position Level:  
Campus (Arvada/Lakewood):  
Position Type (Work Study, Student Hourly, Both):  
Department:  
Direct Supervisor Title:  
Funding/Org Code:**

**Department Summary Statement (brief summary of overall department services):**

**Job Summary Statement (brief summary of overall responsibility of position):**

**Primary Duties:** List those essential functions performed on the job and the percentages of time generally spent on them. These will describe the reason the position exists. Action verbs such as “coordinates”, “prepares”, “directs” should be utilized and explained. This section must equal 100%.

**Essential Functions:**

**Supervision Received:**

**Typical Work Schedule (Dates and Times):**

**All student jobs are on campus only, unless approved by Division VP in advance.**

**Qualifications:**

**Required:**

Education (please include details of any substitution):

Experience:

**Preferred:**

Education (please include details of any substitution):

Experience:

**Required knowledge, skills & abilities:**